



**Finance and Accounting Office (TRANE Stop) Approval:**

This student's account is cleared for studies abroad?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Approvals:**

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of School in which student is affiliated (ex. Arts & Sciences, etc.): \_\_\_\_\_

(Signature of the Above) School Official: \_\_\_\_\_ Date: \_\_\_\_\_

**For Student to complete:**

Have you had any Code of Conduct violations?  Yes  No If yes, please explain: \_\_\_\_\_

Residence Life Office Verification signature confirming student declaration above? \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF CRIMINAL RECORD (for student to complete)**

Students are under a continuing duty to report any arrests, pending criminal charge(s) (excluding minor traffic citations), notice to appear citation(s), or criminal conviction(s), even if the adjudication or sentence has been withheld. \*This reporting obligation includes specifying the charge(s), when and where it occurred, and the case number (if any). This information must be provided as a separate attachment, or in the event of an arrest, pending criminal charge(s) (excluding minor traffic citations), notice to appear citation(s), or conviction(s) occurring after the submission of this approval form, it should be provided in writing to the Director for Multicultural and International Services within ten (10) business days following the reportable event.

Have you ever been arrested, have currently pending criminal charge(s) (excluding minor traffic citations), been given a notice to appear citation, or been convicted of a crime (misdemeanor or felony)? (A plea of no contest, withholding of adjudication, entering into a pre-trial diversion, or any equivalent is still reportable under this provision.)

Yes  (\*please provide information specified above on separate page and submit with form)

No

Answering Yes to the question above does not automatically disqualify you from studies abroad, but it may be considered along with other factors like nature of offense, year of offense, your age at the time it occurred, factors suggesting rehabilitation and other pertinent facts. Failing to report is an independent conduct violation and falsification of the approval form is grounds for denial for study abroad.

Study Abroad Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Once both sides are complete, please return this form to**

**Paige Ramsey-Hamacher, ext. 8489;**

**Student Activities Building, Office # 216**

**AND upload this completed form to your**

**Study Abroad application online.**