STUDY ABROAD APPROVAL FORM

To the student:
Name: _____________________________ Program Overseas: _____________________________
ID#: _____________________________________________ Term/year _____________________________
Cell Phone #: _____________________________ E-mail: _____________________________

Please sign the authorization and then bring this form to your academic advisor, department chairs, TRANE Stop, Registrar’s office, Dean’s office and Student Services for completion and return to the Multicultural and International Services office in the Student Activities Building #216 (Paige Ramsey-Hamacher, ext. 8489).

I formally apply to the above named Saint Leo University Study Abroad Program and authorize the release of information to complete this application.
Applicant’s signature _____________________________ Date _____________________________

To the Academic Advisor:
Is this student in good academic standing? □ Yes □ No
Do you recommend this student for study abroad? □ Yes □ No
Comments: _____________________________

Will the credit earned while studying abroad be accepted toward this student’s degree program at Saint Leo?
□ Yes, under the usual transfer policies. See below for equivalencies. (Please note that grades for all courses taken with a Saint Leo University approved program become part of the student’s record. They are used in calculating the final grade point average and are shown on the transcript.)

<table>
<thead>
<tr>
<th>Proposed course name and number at study abroad site:</th>
<th>Transfer equivalent at Saint Leo University for student’s degree program</th>
<th>Dept. Chair initials approving course equivalency</th>
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Please note: The courses listed above are the courses that have been approved by your academic advisor for your study abroad program according to your program outline. These are the only approved courses. Please note: If you elect to take courses other than those previously approved and listed on this form, we cannot guarantee that they will transfer to your program. You must obtain prior approval from your advisor in writing to guarantee approval.

Academic Advisor’s Name: _____________________________________________
Title/Department: _____________________________________________ Telephone: ( )
E-mail _____________________________________________
Signature _____________________________________________ Date _____________________________

Page two with approvals on back – please turn over _____________________________
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? __________

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.