



Office of the Registrar

OFF-CAMPUS STUDIES REQUEST FORM

The purpose of this form is to share with all appropriate campus offices the intent to be away from campus for one or more semesters of academic work. This form and approval will provide appropriate privileges while away, such as registration and verification of enrollment for loan deferment. This form should be accompanied by a Transient Student Permission Form.

Part A & B: To be completed by the student.

Name _____ Current Class: SR JR SO FR

Student ID # _____ Email _____

Semester(s) Off-campus Summer Fall Spring In the Year _____

Students studying abroad in their senior year need to be aware of completion deadlines to be eligible for the degree.

I intend to enroll: Full-time (12 US credits or more) or Part-time (11 US credits or less)

Part B: Check the program for which you are applying and obtain approvals. Transcripts are accepted directly from the institution. All grades are included on the Heidelberg Student Academic Record except for non-affiliate schools.

Washington Semester _____ Signature: Program Liaison

Study Abroad at a Heidelberg Affiliate
Glasgow, Scotland _____ Signature: Associate Dean, Honors

Spanish Studies Abroad _____ Program location _____ Signature: Program Liaison

Agreement Programs AIFS, Athena, CIEE, IRSSUK, ISA, Semester at Sea _____ Program and Program location

Heidelberg, Germany Cuernavaca, Mexico
Oxford, England Ulsan, South Korea

Study Abroad Non Heidelberg Affiliate
Grades do not count in the Heidelberg GPA, courses/titles are not listed, only transferred hours.
(Program, Country)

What credit hour system is the non-affiliate site following?
(i.e., ECTS, unit of credit 20 = 5 semester hours, US equivalents)

Is the non-affiliate site an accredited institution? Yes No
If no, what institution will be transcribing coursework?

Part C: Signatures and Approvals.

Student Signature _____ Advisor Signature _____

Approval, Director International Affairs & Studies _____ Date _____