



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, CIEE, ISA, _____
Semester at Sea *Program and Program location*

__ Heidelberg, Germany __ Cuernavaca, Mexico __ Aarhus, Denmark
__ Oxford, England __ Ulsan, South Korea __ Groningen, The Netherlands

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 _____