

CENTER FOR INTERNATIONAL EDUCATION STUDY ABROAD APPROVAL FORM

Please print clearly!

1. This form is required as part of your process to study abroad. You must complete this form and be approved to participate in a study abroad program by the Center for International Education (CIE).
2. Once you have been approved by CIE, you must meet with your academic advisor to discuss the study abroad program as part of your major. Your academic advisor will need to initiate the electronic application for Non-UMES Study by the published deadline. The Non-UMES Study form should have complete course descriptions and course equivalents (including credits) of the study abroad institution and UMES.
3. Your academic advisor or department chairperson will review the course(s) you plan to take and identify appropriate equivalent courses at UMES. The completed form will be routed for approval from your academic advisor to your Department Chair, Dean, and the Vice President for Academic Affairs.
4. Once all approvals have been received, the electronic form will be routed to the Registrar's Office for processing. At the end of the term, you will need to provide an official transcript from the institution you attended abroad to the Registrar's Office.

Student Name: _____ Student ID# _____

Emergency Contact name and relationship: _____

Emergency Contact phone number: _____

Student GPA (minimum 2.5 required): _____

School: _____ Major: _____

Class Level (Fr., So. Jr. Snr.): _____

Study Abroad Program: CIEE ___ ISA ___ KEI ___ SAI ___ Other _____

Institution Abroad: _____ Country: _____

Term and Credit Hours studying abroad:

Term	Credits
Fall _____	_____
Spring _____	_____
Summer _____	_____
Winter _____	_____

Student signature: _____ Date: _____

CIE Study Abroad Advisor: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

Print Academic Advisor Name: _____

Non- UMES Study submitted by academic advisor: _____ Date: _____

Institution Abroad authorization Form(s) Attached _____ Date: _____