**Study Abroad Academic Approval Form**

Before you can depart for your Southwest Minnesota State University (SMSU) study abroad program, this form must be completed and returned to the Center for International Education (CIE). This form certifies that your advisor, department, and the SMSU Registration Office approves your study abroad experience. It also ensures that if you successfully complete the approved courses listed on this form, you will receive credit towards your degree program at SMSU.

Courses not pre-approved by your advisor, your academic department, the Dean and/or the SMSU Registration Office cannot be guaranteed for transfer credit. **Remember:** It is your responsibility to inform your advisor of any changes in your course schedule while you are abroad and receive approval for new courses.

Please read the following instructions carefully. Submit this completed Study Abroad Academic Approval form (signed by your advisor, the Department Chair, the Registrar, and the Financial Aid office), attach all the course syllabi, and a copy of your acceptance letter from your host institution and submit everything to the Center for International Education (CIE) located in the Student Center, Room 237.

1. **Fill out the information requested on the top part of the form.** Please type or print clearly. Be sure to indicate whether your study abroad program is sponsored by SMSU or another institution/affiliate.

2. **Before meeting with your advisor** use the available resources in CIE or information provided by your study abroad provider, or sponsoring institution (catalogs, course lists, website, etc.) to compile a list of courses you would be taking while abroad. Try to list more courses than you would be able to complete during your time abroad to ensure maximum flexibility. **Bring copies of course descriptions/syllabi to show your advisor. Please attach copies of the course syllabus to your form.**

3. **Meet with your academic advisor** (if you have a double major or minor, meet with both advisors) and discuss your study abroad plan and the course choices you have made. Working with your advisor(s), complete the course list section of the form, being sure to indicate how the course will apply to your degree program. List the SMSU equivalence where relevant. Feel free to make additional copies of the form if more space is needed. **Your advisor(s) will sign and date the form and should make a copy to put in your academic file.**

4. In addition to this form you may need to submit a [**Consortium Agreement**](https://www.smsu.edu/resources/webspaces/campuslife/financialaid/consortium-agreement.pdf) form. Your advisor’s signature and the department chair’s signatures are **necessary when the courses selected will apply to your major or minor program**. If the transfer credits should apply to a Liberal Education Program course the Co-chairperson of the Liberal Education Committee must also sign the petition. The Dean signs the petition in all cases.

5. Once this form is completed and you have obtained all required signatures, **return the original form to CIE**, in SC Room 237**.** Upon approval, you will be registered for the appropriate study abroad placeholder course at SMSU.

Updated 5/3/2023 by MMV

6. Students wishing to apply for financial aid for their study abroad program must submit a copy of this approved form to the **SMSU Financial Aid office** in order for aid to be processed.

7. Checklist of Required Forms for CIE:

* Complete the Study Abroad Online Application
* This Study Abroad Academic Approval Form. Attach all course descriptions & course syllabi.
* [Consortium Agreement Form](https://www.smsu.edu/resources/webspaces/campuslife/financialaid/consortium-agreement.pdf)
* Copy of Passport (photo page with expiry date)
* Copy of Visa to your study abroad destination if required
* Study Abroad Liability Waiver & Release Form
* FERPA Release Form
* Health History Form
* Copy of GeoBlue Health Insurance Card (Required by the State of MN)
* Register with STEP ([US Dept of State Smart Traveler Enrollment Plan](https://step.state.gov/step/))
* Attend Pre-Departure Orientation – Sign & Submit the **Study Abroad Contract** at orientation

**To Academic Advisors:**

The course list provided by the student constitutes a *proposed* course of study based on the best information available at the time of completion. Signing this form constitutes an agreement between the student and his/her academic advisor or major/minor sponsoring department that the courses listed will, upon successful completion, be applied to the student's degree program in the manner specified for each course.

Advisors should be aware that it is possible students may need to change some or all of their courses after arrival at their host institution, when actual course availability and scheduling will be known. It is the student's responsibility to contact you to seek approval for any courses not listed on the original request form. **Failure to seek approval for a given course or courses does not disqualify the student from receiving credit, but the application of that credit to the student's degree program cannot be guaranteed.**

Thank you very much for your assistance and cooperation with this process. Your participation helps to assure the international educational quality and relevance of the student’s study abroad experience. If you should have any questions or concerns about this process, please feel free to contact us.

Dr. May Lee Moua-Vue

Director, CIE

Center for International Education (CIE)

Southwest Minnesota State University

1501 State Street,

Student Center, Room 237

Marshall, MN 56258

Phone: 507-537-6018

Email: iss@smsu.edu

**Study Abroad Academic Approval Form**

Student Name (First, Last Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mustang ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Abroad Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Location (Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Abroad Term: Fall \_\_\_\_\_\_\_\_ Spring \_\_\_\_\_\_\_ Summer \_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Study Abroad Course Title & Number | Credit Hours | Course Counts Towards (check one) | Specific requirement fulfilled or SMSU course equivalent (when relevant) | Academic Advisor’s or Department Chair’s Signature |
|  |  |  Major Requirement  Minor Requirement  Elective LEP \* |  |  |
|  |  |  Major Requirement  Minor Requirement  Elective LEP \* |  |  |
|  |  |  Major Requirement  Minor Requirement  Elective LEP \* |  |  |
|  |  |  Major Requirement  Minor Requirement  Elective LEP \* |  |  |
|  |  |  Major Requirement  Minor Requirement  Elective LEP \* |  |  |

**Signatures of Approval:**

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Liberal Education Committee (LEC) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Registrar’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Required only if course credits will transfer back as an LEP goal requirement. LEC meets regularly throughout the academic year. Academic Advisors/Chair, please pass it along to LEC to obtain their approval for LEP goal credits the semester prior to the study abroad term.

\*\* Please ensure that the student is enrolled for study abroad placement holder credits at SMSU while they are abroad if required for financial aid purposes.