

CLARK ATLANTA UNIVERSITY STUDY ABROAD APPROVAL FORM

Office of the Registrar
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

Office Number 404-880-8098
Fax Number 404-880-8938

Please refer to the University's Study Abroad policy before applying to another institution as a study abroad student. Study Abroad students must adhere to policies and procedures of Clark Atlanta University and the host institution.

A formal admission application must be submitted to the host institution or third party provider for which this Study Abroad Approval form is requested. It is the students responsibility to comply with the host institution's or third party provider admissions standards and application deadlines.

900 _____ Term Enrolled: Fall Spring Summer Year 20____
Student ID Number _____ Degree Major _____
Student Contact Number _____ I will personally deliver the *Study Abroad Approval Form* (Please Initial) _____

HOST SCHOOL INFORMATION BLOCK (be/ow)

STUDENT INFORMATION BLOCK (be/ow)

NAME OF HOST INSTITUTION

STREET ADDRESS

CITY COUNTRY PHONE #

LAST NAME FIRST Middle

LOCAL MAILING ADDRESS

CITY STATE ZIP CODE

List course(s) and alternates which you plan to take at the host institution. It is your responsibility to contact the institution for course offerings and descriptions, prior to completing the form. If the classes are not available at the time that you register, you must submit another Study Abroad Approval form. Failure to complete this process will make the courses ineligible for equivalent transfer credit.

E=Equivalent
S=Substitute

Course Prefix	Course No.	Host Institution Course(s) Title	Hrs.	Course Prefix	Course No.	E/S	Clark Atlanta University Equivalent Course(s) Title	Hrs.	Repeated Course	Major or Core

Total Hours Approved _____ Maximum Load Fall/Spring = 18 (study abroad plus all courses pursued at CAU and elsewhere) Summer = 9

NOTE: Courses that are equivalent to or substitute for courses offered at Clark Atlanta University will transfer as long as the host institution is accredited and prior approval has been granted from the appropriate department to take the course(s) as a study abroad student. Grades and quality points earned in these courses will be figured in the Cumulative Grade Point Average at Clark Atlanta University. The Academic Forgiveness Policy at Clark Atlanta University will not apply if the course(s) are being repeated in study abroad status. ONLY TRANSCRIPTS MAILED FROM THE HOSTS INSTITUTION, ADDRESSED TO CLARK ATLANTA UNIVERSITY, OFFICE OF INTERNATIONAL PROGRAMS, ARE ACCEPTABLE. NO HAND-DELIVERED/WALK-IN DELIVERED TRANSCRIPTS WILL BE ACCEPTED. Students are responsible for satisfying financial obligations at the home and host institutions.

I read and understand Policies regarding courses taken abroad and request permission to take the above listed course(s).

Student's Signature _____ and _____
Signature of Chairperson/Advisor _____ Date _____