

SAMFORD UNIVERSITY
INTERNATIONAL TRANSIENT ENROLLMENT FORM
FOR STUDY ABROAD STUDENTS

This form is for students who plan to study abroad at another institution or provider other than Samford University. PROCESS: Meet with Samford Abroad advisor; consult with academic advisor; consult with financial aid advisor; complete form and obtain required signatures; return form to the Global Engagement Office. (See page 2 for additional instructions.)

SECTION A: TO BE COMPLETED BY STUDENT APPLICANT

Name (First, Middle, Last): _____ SUID (900#): _____

Email Address: _____ Major: _____ Minor: _____

Classification: Freshman Sophomore Junior Senior (See Section D)

Study Abroad Term:	Jan Term, 20 ____	Spring, 20 ____	Summer, 20 ____	Fall, 20 ____
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I request a **Letter of Good Standing** to be sent to: _____ I also request an **Official Transcript** to be sent to: _____

Name of School/Program: _____ Address: _____

City: _____ State/Province: _____ Country: _____ Postal Code: _____

I am using a third-party provider. Provider Name: _____

SECTION B: TO BE COMPLETED BY STUDENT AND SIGNED BY DEPARTMENT CHAIR OR DESIGNEE QUALIFIED TO REVIEW AND ARTICULATE COURSEWORK

Part A: (To be completed by student based on other institution's coursework)

Part B: (To be completed by Dept. Chair or Designee)

Prefix (e.g. *HIST)	Course # (e.g. *399)	Course Title (e.g. *Special Topics)	Credit Hours	SU Equivalent Prefix & Course Number	SU Credit Hours	Course Reviewed by (Print Name)	Signature

SECTION C: TO BE COMPLETED BY COLLEGE ACADEMIC ADVISOR

Advisor (Print Name)

Advisor Signature

Date

SECTION D: TO BE COMPLETED BY DEAN'S OFFICE (ONLY FOR SENIORS)

Seniors studying abroad with Samford partner, exchange, affiliate, or Non-Samford program must secure signed approval from their school Dean.

Dean (Print Name)

Dean Signature

Date

SECTION E: TO BE COMPLETED BY FINANCIAL AID REPRESENTATIVE

All students participating in a Partner, Exchange, Affiliate, or Non-Samford program must meet with a representative from the Office of Student Financial Services to determine the availability of financial aid and scholarships for this specific program. Financial aid advisor must sign below.

Financial Aid Advisor (Print Name)

Financial Aid Advisor Signature

Date

SECTION F: TO BE COMPLETED BY GLOBAL ENGAGEMENT OFFICE

Yes, the student is taking part in a study abroad program with a Samford University approved provider who is authorized to report academic credit (choose from below).

Exchange Program Partner Program Affiliate Program

No, the student is not taking part in a Samford University approved study abroad program (Non-Samford program).*

***Courses reported on international transcripts may not be accepted by Samford University. Students taking part in a Non-Samford program are responsible for requesting an international transcript evaluation from WES (www.wes.org) or AACRAO (www.aacrao.org). The evaluated international transcripts must be sent to: Office of the Registrar, Samford University, Samford Hall 214, 800 Lakeshore Drive, Birmingham, AL 35229.**

GEO Representative (Print Name)

GEO Representative Signature

Date

STUDENT ACKNOWLEDGMENT

I have carefully read and understand the information on this form. I further understand that it is my responsibility to request, from the transient institution, that it send an official transcript to Samford University after I have completed the term. I acknowledge also that transient student status could have an effect on financial aid eligibility. I authorize Samford University to release to the transient institution any transcripts that this institution may request.

Student Signature

Date

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PLEASE READ INSTRUCTIONS AND COMPLETE ALL BLANKS ON PAGE ONE

1. Complete top of form and fill in information concerning the classes you plan to take (Section A and Section B). **Be sure to include the complete name and address of the program or school you plan to attend and the name of institution issuing the transcript.**

REMEMBER: Core courses may not be taken.

2. Obtain signature of the department head representing the classes you plan to take (Section B). **(Attach a readable and highlighted copy of the complete course descriptions from the catalog of the college or provider where you plan to attend classes before you obtain the department head's signature.)** These resources are available from your respective institution or providers.
3. Obtain signature approval from your academic advisor (Section C). If you are a senior you must also obtain your dean's signature approval (Section D). **Upon completion of 96 credits students may not transfer more than 8 semester credits or 2 courses to Samford.** To receive a degree, students must earn **at least 50%** of their total credits from Samford.
4. Obtain signature from a financial aid advisor (Section E). The consultation with a representative from the Office of Student Financial Services is to determine the availability of financial aid and scholarships for the specific program.
5. Obtain signature from (Section F) and submit the completed Transient Enrollment Form for Study Abroad to the Global Engagement Office, Brooks Hall, Room 221. The Global Engagement Office will confirm if the program is through an approved provider (Exchange, Partner, or Affiliate) or a Non-Samford (independent) organization.

REMEMBER: It is the student's responsibility to obtain all necessary signatures.

6. International students (F-1 or J-1 visa holders) must obtain authorization from the International Student and Scholar Coordinator.
7. **All Exchange, Partner, and Affiliate program participants must request transcript of the final grades from their study abroad program be sent to Samford University.** All courses from transient schools are required to have a letter grade of 'C-' or better in order to be posted as earned credit on your transcript. International official transcripts from Exchange, Partner, and Affiliate programs should be sent to: Office of the Registrar, Samford University, Samford Hall 214, 800 Lakeshore Drive, Birmingham, AL 35229.
8. **All Non-Samford study abroad participants must request an international transcript evaluation.** Courses reported on international transcripts may not be accepted by Samford University. Students taking part in a Non-Samford program are responsible for requesting an international transcript evaluation from WES (www.wes.org) or AACRAO (www.aacrao.org). The evaluated international transcripts must be sent to: Office of the Registrar, Samford University, Samford Hall 214, 800 Lakeshore Drive, Birmingham, AL 35229.