Undergraduate Request for Approval to Attend
a Non-SMU Affiliated Study Abroad Program or a Non-US Institution

This form is used by SMU students who wish to study abroad on a non-SMU affiliated study abroad program or at a non-US institution and transfer credits back to SMU. Effective fall 2017, programs and coursework taken abroad on non-SMU affiliated programs or at non-US institutions MUST BE PRE-APPROVED to receive credit. Post-approvals will not be considered.

THIS FORM MUST BE ACCOMPANIED BY AN UNDERGRADUATE COURSE PETITION FOR APPROVAL OF TRANSFER WORK TAKEN ABROAD ON A NON-SMU AFFILIATED PROGRAM OR AT A NON-US INSTITUTION – ONE PETITION FOR EACH COURSE OF ENROLLMENT.

Name: ___________________________ SMU ID#: ___________________________

(Last)                                  (First)

Email Address: ___________________________ Telephone: ___________________________

Major/Pre-Major: ___________________________ Date: ___________________________

I request permission to take courses through ___________________________

(Program Provider)

offered at ___________________________

(Institution)

in ___________________________ during ___________________________.

(City) (Country) Semester-Year (valid for above term only)

Attach 1) a short statement explaining why you are choosing a non-affiliated program for study abroad, and 2) program information and any additional information about this institution and its curriculum.

Notes:

- This petition and all accompanying documentation must be reviewed by several different offices. Therefore, your completed request must be submitted by March 1st for fall semester abroad; April 1st for summer term abroad; and, October 1st for spring semester abroad. Submission after this deadline may result in delays due to the multiple approvals required for this type of request.

- It is imperative that you wait until your request is reviewed and approved by ALL required approvers BEFORE enrolling in any non-affiliated study abroad program or courses at a non-US institution. Students who fail to secure prior approval have no assurance that they will receive transfer credit for their coursework.

- All approvals are subject to policies as stated in the SMU undergraduate catalog.

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Student Signature: ___________________________ Date: ___________________________
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Return completed requests to the SMU Abroad Office, Blanton 216.

Approvals: Please sign AND print your name.

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<th>APPROVED</th>
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<td>1) SMU Abroad Program Specialist:</td>
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<td>2) Education’ Abroad Council</td>
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Comments: