

EKU Study Abroad Course Pre-Approval Form

*Eastern Kentucky University
Office of the Registrar*

Student Name: _____ **EKU ID:** _____ **TERM / YEAR of study:** _____

1. This form must be completed and endorsed by the ECU Center for International Education **before** they will approve your participation in a study abroad program.
2. Courses must be evaluated by the appropriate department. Please provide course descriptions to determine how the proposed course(s) may match current ECU courses.
3. Once you have returned to ECU from your study abroad experience no academic credit from the foreign institution can be recorded onto your ECU transcript until an official transcript is received. The foreign transcript must be mailed directly to ECU from your foreign study institution.
4. Be sure to request an official transcript from the foreign institution **BEFORE** you leave the country to return to ECU.

Part 1: _____
 Name of Study Abroad Program/Country of Study Institution where you will study Language of instruction

Part 2: *(To be completed by using list of approved and evaluated courses)* **Student Major:** _____

| Proposed Courses – No. and Title <i>(it is recommended to include alternates, in case some prior approved courses are cancelled)</i> | Foreign Credit Hrs: | EKU Equivalent Prefix & no. | Course Departmental Approval | EKU Credit Hrs: |
|--|---------------------|-----------------------------|------------------------------|-----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Required approving signatures:

 Student's Primary Academic Advisor or Chair (Please Print) Signature of Advisor/Chair Date

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| <i>For Office use only:</i> | Study Abroad Code: _____ |
| Study Abroad Coordinator Signature: _____ | Date Approved: _____ |
| Registrar's Office Signature: _____ | Date Recorded: _____ |

