

# EKU Study Abroad Course Pre-Approval Form

*Eastern Kentucky University  
Office of the Registrar*

**Student Name:** \_\_\_\_\_ **EKU ID:** \_\_\_\_\_

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

**Provider & Country of Study Abroad Program:** \_\_\_\_\_

**Term / Year of Study Abroad:** \_\_\_\_\_ **Language of Instruction:** \_\_\_\_\_

**Name of Host University:** \_\_\_\_\_

1. This form must be completed and turned into the EKU Education Abroad Office **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 EKU courses.
3. Once you have returned to EKU from your study abroad experience no academic credit from the foreign institution can be recorded onto your EKU transcript until an official transcript is received. The foreign transcript must be sent directly to EKU from your foreign institution or school of record.
4. Be sure to request an official transcript from the foreign institution or school of record **BEFORE** you leave the country to return to EKU.

*(To be completed by using list of approved and evaluated courses)*

	Host University 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:
<i>Ex.</i>	<i>POL109 – Political Theory</i>	<i>6</i>	<i>POL 102</i>	<i>Jane Smith</i>	<i>3</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**Required approving signature:**

\_\_\_\_\_  
Student's Primary Academic Advisor or Chair (Please Print)

\_\_\_\_\_  
Signature of Advisor or Chair

\_\_\_\_\_  
Date

**For Office use only:** Study Abroad Code: \_\_\_\_\_

Study Abroad Coordinator Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Registrar's Office Signature: \_\_\_\_\_

Date Recorded: \_\_\_\_\_

