

## SAMFORD UNIVERSITY STUDY AWAY FORM

PROCESS: Meet with the Student Advisor or Study Away Program Advisor; consult with academic advisor; consult with One-Stop advisor; complete form and obtain required signatures; return form to the **Office of the Registrar**.

### SECTION A: TO BE COMPLETED BY STUDENT APPLICANT

Name (First, Middle, Last):		SUID:	Email:	
Major:		<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		
Minor:				
Study Away Term	<input type="checkbox"/> May Term, 20____	<input type="checkbox"/> Spring, 20____	<input type="checkbox"/> Summer, 20____	<input type="checkbox"/> Fall, 20____

### SECTION B: TO BE COMPLETED BY STUDENT AND SIGNED BY DEPARTMENT CHAIR AND ADVISOR

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

Part B: To be completed by Dept. Chair and Advisor

Prefix (e.g. HIST)	Course # (e.g. 399)	Course Title (e.g. Special Topics)	Credit Hours	SU Equivalency (E) or Substitution (S): Prefix & Course Number, CRN	Placement of course in Degree Works (e.g. Gen Ed or Major block)	Advisor Approval	Dept. Chair Approval

### SECTION C: TO BE COMPLETED BY DEAN'S OFFICE

Students studying away with Samford partner, exchange, or affiliate program must secure signed approval from their school Dean.

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Dean (Print Name) Dean Signature Date

### SECTION D: TO BE COMPLETED BY ONE STOP REPRESENTATIVE

All students studying abroad with Samford partner, exchange, or affiliate program must meet with a representative from the Office of Student Financial Services (One Stop) to determine the availability of financial aid and scholarships for this specific program. One Stop Advisor must sign below.

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One Stop Advisor (Print Name) One Stop Advisor 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 partner institution, that it send an official transcript to Samford University after I have completed the term.

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Student Signature Date