



STUDY ABROAD COURSE REQUEST FORM

The Study Abroad Course Request Form provides pre-approval of the content of the selected study abroad courses to be used for substitution of LETU courses. The Request Form does NOT, however, approve the transfer of credit from the study abroad program to the student's LETU transcript.

Name: _____

Student ID: _____

Major: _____

Study Abroad Program: _____

- Work with your Academic Advisor to make course selections. This is an official document, so type or print clearly. Illegible forms will be returned without approval.
 Column 1: Write the study abroad program's course number from their catalog. This can usually be found on the destination program's website.
 Column 2: Write the study abroad program's course title.
 Column 3: Write the LETU course number you want to receive credit for in your degree audit.
 Column 4: Write the LETU course title that corresponds to the LETU course number.
 Column 5: Write the credit value of the LETU course.
 Column 6: You must obtain the approval of the Department Chair who corresponds to the LETU course.
- Make a copy of this form to keep for your records. Submit the original to the International Studies Officer.

Study Abroad Course #	Study Abroad Course Title	LETU Course#	LETU Course Title	Credits	Department Chairperson Approval

Total Credit Hours Requested: _____

Advisor Approval: _____

Over 18 hours must be approved by the Dean of your school.

*School Dean Approval: _____