

Full name:
Last
First
Middle

Year in School: Freshman Sophomore Junior Senior Graduate

Term(s) applied for:
 London
 Winter (January-March) Summer B (June-July) Summer II (July-September)
 Spring (March-May) Summer I (June-August) Fall (October-December)

Paris
 Summer A (June-July) Summer C (July-August)

Study Abroad Program - Course Pre-Approval Form

Instructions - please complete and return to AIU Study Abroad Programs immediately

1. Before completing this form, consult with the study abroad office at your university about internal requirements for overseas study.
2. List a maximum of ten (10) courses in order of preference to allow for scheduling flexibility. Students must carefully balance their class load in terms of course level, courses in their major versus general education courses, and style of course (design versus lecture-based). Courses are subject to change and even though they are "likely" to be offered during the noted terms, they may also be cancelled. Online courses are offered during Fall, Winter, Spring, Summer B and Summer II terms. Students should plan and prioritize their selections around courses offered on the academic calendar during their term of study. Please submit your Course Pre-Approval Form early to ensure that courses of interest receive scheduling consideration.
3. Ultimately, it is your responsibility as the student to ensure you will receive credit for the work you complete with AIU SAP. Make sure to follow your institution's policy governing studying abroad and transfer credits.
4. You may submit the course equivalency from provided by your university in place of this form, but you must provide the contact information for each approving official including: name, title, department, address, phone, fax and e-mail.
5. Keep a copy of this completed form for your records. If you are planning to use financial aid, your financial aid advisor will require a copy.
6. If you have not already done so, please submit an official copy of your transcripts to AIU Study Abroad Programs.

At the completion of my study, please send my transcript to the following address:

.....

How many classes will you be taking?

1st term 2nd term 3rd term

What type of credit will you receive from your home institution for the courses taken with AIU Study Abroad:

Graded credit Transfer credit No credit

OR

If you are **not** having courses pre-approved by advising officials at your university, check **one** of the following and sign:

- I have graduated and do not require courses to transfer. I will adhere to the prerequisites for the classes listed below.
- I am not taking courses for transferable credit. I will adhere to the prerequisites for the classes listed below.

Signature: Date:

AIU is based on the quarter system, awarding 5 hours of credit per class (unless otherwise noted in course descriptions). Generally, 5 quarter hours is equivalent to 3 semester hours. Please list courses in order of preference and have the appropriate officials at your university sign below:

| AIU Course Number | AIU Course Title | Equivalent Course at Home Institution (If applicable) | Distribution (major, elective ,etc) |
|-------------------|------------------|---|-------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Please see reverse for required signatures.

Students must obtain signatures from each of the departments listed below.

This student has completed all internal requirements for study abroad.

.....
Signature of Study Abroad Office, Registrar or other institutional official.

Name.....

Title.....

Institution.....

Address.....

City.....

State..... Zip.....

Tel..... Fax.....

Email.....

This student has completed equivalent prerequisite(s) for the courses listed on reverse and will receive transferable credit upon evaluation of the student's AIU transcript.

.....
Signature of Academic Advisor

Name.....

Title.....

Institution.....

Address.....

City.....

State..... Zip.....

Tel..... Fax.....

Email.....

This student has completed equivalent prerequisite(s) for the courses listed on reverse and will receive transferable credit upon evaluation of the student's AIU transcript.

.....
Signature of Dean/Department Head

Name.....

Title.....

Institution.....

Address.....

City.....

State..... Zip.....

Tel..... Fax.....

Email.....