

STUDY ABROAD DECLARATION FORM

- Complete this form after you have been accepted into a study abroad program sponsored by another university. **Return this completed form to a Study Abroad Advisor, Office of International Education, 216 MacMillan or by fax at (513) 529-7383.** If you decide after submitting this form that you will not be studying abroad, you must contact the Office of International Education.
- This form is **NOT** a university-wide notification of your planned absence from Miami. Prior to departure, cancel any unneeded Miami course registrations and housing and other arrangements for the duration of your stay abroad.
- Although Miami University accepts transfer credit earned on approved study abroad programs, Miami assumes no legal or financial responsibility for the program or services offered by the institution sponsoring the study program.

STUDENT'S BIOGRAPHICAL INFORMATION

NAME: _____

MU ID NUMBER: + _____ EMAIL ADDRESS: _____

HOME ADDRESS: _____

MAJOR(S): _____

CLASS: FR__ SO__ JR__ SR__ GENDER: male__ female__

BIRTHDATE: ___/___/___ ETHNIC BACKGROUND (Optional):

African-American Asian-American/ Pacific Islander
 Caucasian Hispanic American Native American
 More than one ethnicity Prefer not to answer question

Mo/Day/Yr

STUDY ABROAD PROGRAM INFORMATION

SITE (COUNTRY AND CITY) OF STUDY ABROAD PROGRAM: _____ DATES OF PROGRAM: _____

NAME OF PROGRAM SPONSOR (INSTITUTION or ORGANIZATION): _____

NAME OF UNIVERSITY ISSUING TRANSCRIPT/ACADEMIC RECORD FOR THE STUDY PROGRAM : _____

LIST OF NAMES OF COURSES YOU EXPECT TO TAKE ON THE STUDY ABROAD PROGRAM

(1) _____	(5) _____
(2) _____	(6) _____
(3) _____	(7) _____
(4) _____	(8) _____

REVIEW BY DIVISIONAL, MAJOR, MINOR AND LIBERAL EDUCATION ADVISORS - AS APPROPRIATE**(At least one signature is required in this section; should correspond to credit student is earning)**

I have reviewed and discussed the student's study abroad program and its applicability to the degree program.

<u>Advisor</u>	<u>Signature</u>	<u>Date</u>
Major	_____	_____
Minor	_____	_____
Divisional (Miami Plan)	_____	_____
Liberal Education (Thematic Sequence)	_____	_____

IMPORTANT TRANSFER CREDIT NOTICE:

To request pre-approval of specific courses as Miami course equivalents, obtain a Transfer Credit Approval Form in the Office of the Registrar (Campus Avenue Building or CAB). Take this form and a description and syllabus for the intended course(s) to the appropriate academic advisor (Divisional, Major, Minor and/or Liberal Education) to discuss suitability for your Miami degree. Return the completed form to the Office of the Registrar. (Some study abroad courses that have been approved previously are listed in a notebook at the Evaluations Office of the Office of the Registrar.)

IMPORTANT FINANCIAL AID AND SCHOLARSHIP NOTICE:

Contact the Office of Student Financial Assistance at CAB at least six weeks ahead if you are seeking to use your financial aid for this study abroad program. A Consortium/ Contractual Agreement must be completed through the Office of Student Financial Assistance for this purpose and to defer any loan payments. SFA must receive verification of enrollment before they will disburse the aid. You must request a copy of this completed form to add to your Consortium/Contractual Agreement if you are applying for federal aid or scholarships.

Please send a copy of this form to Student Financial Assistance to complete my Consortium Agreement:

Miami University recommends that all study abroad students establish a Power of Attorney relationship with a parent, guardian or other trusted individual allowing that person to sign legal documents in your absence.

OTHER IMPORTANT INFORMATION:

- Your MyMiami Account will be maintained during your approved absence from the Miami campus.
- For your next Miami semester, you will register online using the information to be sent to you.
- This form will be kept on file at the Office of the Registrar until you return from your study program.
- See <http://muohio.edu/international/events.php> for the date/time/location of your **Study Abroad Predeparture Orientation Session**.

STUDENT'S AGREEMENT TO PARTICIPATE

- **I have read all of the notices on this form.**
- **I understand that it is my responsibility to seek approval in advance from the appropriate academic advisor to ensure that all transfer credit meets major, minor and/or Miami Plan requirements.**
- **I understand that only grades of "C" or higher are acceptable for transfer to Miami University. Grades of credit/no-credit, pass/fail and "C-" and lower are not transferable to Miami University.**

Signature _____ Date _____

APPROVAL BY STUDY ABROAD ADVISOR IN OFFICE OF INTERNATIONAL EDUCATION

Any and all credit hours earned on this study abroad program will be accepted as transfer credit by Miami University upon receipt of the required documentation.

Signature _____ Date _____

Program type:

S E CS A/NM