



**Post-Approval of Study Abroad Credit (Petition Programs)**

**1. Student & Program Information**

Please Print \_\_\_\_\_ **Banner#** \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **MI** \_\_\_\_\_

**E-Mail** \_\_\_\_\_ **Box** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Completed work at** \_\_\_\_\_ **From** \_\_\_\_\_ / \_\_\_\_\_ **to** \_\_\_\_\_ / \_\_\_\_\_

Institution                      Location                      mo                      yr                      mo                      yr

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**2. INSTRUCTIONS:**

- A) Once you return from your study abroad semester, you will need to verify with the Registrar's Office (JWW, Room 319) that your program provider/host institution has sent them an official copy of your study abroad transcript.
- B) You will need to attach to this form a copy of your study abroad transcript which you can obtain from the Registrar's Office (JWW, Room 319).
- C) Complete Sections 1 & 3 of this form.
- D) For all courses on your transcript that you did not get pre-approved, you will need to get departmental approval. You will need to take this form with a copy of your study abroad transcript to the department study abroad faculty advisor for signatures. You may also be asked to show a course syllabus or examples of the work you completed for a course.
- E) If you want *concentration credit* for a course, you will also need to get your concentration advisor to sign off on the course. You may also be asked to show a course syllabus or examples of the work you completed for a course.
- F) Once you have all the necessary signatures, you will need to bring this form to the OIP located in J. Walter Wilson Hall, Suite 420, for final approval.

**3. Approval of Courses Taken for Transfer & Concentration Credit:** List only the course (s) that you did NOT GET PRE-APPROVED or courses for which the WORK NEEDS REVIEW box was checked. You will need to get **departmental approval** for each course and **concentration** approval for courses you want concentration credit for. Each department has a designated faculty member to sign off on study abroad courses. For the most up-to-date-list please got to: [http://www.brown.edu/OIP/pdf\\_docs/facultyadvisors.pdf](http://www.brown.edu/OIP/pdf_docs/facultyadvisors.pdf)

Student Completes	Brown Faculty Complete		
Course Number and Title at Host Institution	Department Approval (Study Abroad Faculty Advisor)	Equivalent Brown Course	Concentration Approval (Concentration Advisor)
	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date
	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date
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	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date

Student Completes	Brown Faculty Complete		
Course Number and Title at Host Institution	Department Approval (Study Abroad Faculty Advisor)	Equivalent Brown Course	Concentration Approval (Concentration Advisor)
	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date
	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date
	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date
	_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date		_____ Department  _____ Faculty Name (Print)  _____ Faculty Signature  _____ Date

**5. Mandatory Certification of Full Course Load:**

This constitutes a full course load and is the equivalent of **3 / 4** Brown credits

OIP Director/Assistant Director Signature: \_\_\_\_\_