

PERMIT TO STUDY ABROAD THROUGH ANOTHER INSTITUTION



Linfield students seeking to transfer credits from a study abroad program sponsored by another institution (“Program”) must first complete the form on the reverse side and submit it to the various offices for approval.

Important considerations in seeking permission to study abroad through another institution:

By granting approval to study abroad through another institution, students and their parents should be aware that Linfield makes no representation whatsoever for the Program’s quality, academic reputation or the safety conditions of its location. It is the responsibility of the student to work in partnership with the Program and its organizers to make that assessment independently of Linfield.

The choice to study abroad through another institution is strictly voluntary and rests with the student. Because such a move is not endorsed by any Linfield academic or administrative unit, the student must be prepared to assume any unexpected or unwelcome consequences that may ensue as a result of the temporary affiliation with the other institution.

- **Please follow these steps in completing and submitting the form for approval:**

1. The student must obtain full documentation for the proposed Program and their plan of study (program description, syllabi, courses to be taken abroad, courses remaining to be taken at Linfield, and other information pertinent to the Program). The Program must be offered by a recognized regionally accredited institution or a bona fide overseas institution and must meet Linfield’s quality standards and learning objectives as determined by the faculty advisor and the International Programs Office (IPO).

2. Discuss the plan of study with their faculty advisor and the staff in the International Programs Office (IPO).

3. The student must first obtain the approval of IPO, followed by approvals from the Registrar’s and Financial Aid Offices, in that order. [Note: Students participating in programs via this permit may not use Linfield’s institutional aid and scholarships. The Financial Aid Office will determine whether other (non-Linfield) forms of aid will apply after receiving this completed form and the approvals from IPO and the Registrar].

4. The student must also consult with faculty in the Global Languages and Cultural Studies Department and obtain their approval if they intend to fulfill a Linfield language requirement in this Program.

5. Obtain signatures from the appropriate departments approving the courses to be taken abroad.

6. Return the completed form to IPO.

7. Complete and submit the “Leave of Absence” form to the Registrar’s Office.

Credits and Grades

Students should note that grades from the Program are not computed in the student’s Linfield grade point average, although approved credits will count in the total number of courses needed for graduation. The student must request that a transcript be sent to the Office of the Registrar for appropriate recognition and transfer of credits.

Important consideration: Students should not register for or put a deposit on the Program until this permit receives final approval and the student has received an authorized receipt (copy of the approved permit).

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Step 1

Student name: _____ ID # _____ Gender: _____
 Campus Unit: _____ Local phone: _____ Email: _____
 Major: _____ Minor: _____ Faculty Advisor: _____
 Actual dates of study abroad: _____ Completed credits to date: _____
 Name of sponsoring institution: _____
 Location: City: _____ Country: _____ Website: _____
 Full address: _____
 Name of Program contact: _____ Title of contact: _____
 Email of contact: _____ Phone: _____ Fax: _____
 Institution issuing transcript (if different from above): _____
 Student signature: _____ Date: _____

Step 2

This student has been given permission to study at the institution indicated during the semester/year listed above.

International Programs Office Approval: _____ Date: _____

Registrar's Office Approval: _____ Date: _____

Financial Aid Office Approval: _____ Date: _____

- ◆ List below all courses planned for the study abroad program. If you are adding or dropping any course, it is your responsibility to seek approval again via email/fax from your study abroad site.

Last Step

Course Number & Title	Linfield Equivalent Course # (if available)	Credit Hours	Fulfilling Major/Minor /Language Requirement or Elective	Department Approval (Signature Required) for major and minor requirements. Obtain Registrar's approval for Linfield Curriculum.

- Return completed form to IPO. Registrar retains a copy for student file. Student retains a copy as official receipt.