



**COLLEGE OF ARTS AND SCIENCES
STUDY ABROAD APPROVAL REQUEST**

Student Name _____ ID # _____ Cell Phone # _____
Please Print

Name and Location of School to Attend _____ Dates of the Enrollment _____

Student Signature _____ Date _____

Study Abroad Regulations:

- Students studying abroad must obtain prior approval from the Study Abroad Office and the Registrar's Office.
- Study abroad courses that are enrolled in with the assistance of the Study Abroad Office are transcribed as University of Redlands work.
- Grades are noted on the U of R transcript, calculated in the cumulative grade point average, and count toward the credits required for graduation.
- Courses taken for the Liberal Arts Foundation, Liberal Arts Inquiry, and for the major or minor must be taken for a letter or numerical grade.

Instructions:

1. List the course(s) at the outside institution and specify, if requesting, the major, minor, LAF/LAI or elective requirement.
2. Attach a photocopy of the catalog cover and course description from the catalog for each course approval requested.
 - a. *Descriptions from Schedule of Classes not acceptable.*
3. **Signatures:** For major/minor requirements approval, obtain department chair signature(s). Registrar's Office evaluates LAF/LAI, elective requests.
4. Submit completed form to the Registrar's Office.

TRANSCRIPT SUBMISSION: Student must request the Office of the Registrar at the school attended to send an official transcript directly to the University of Redlands, Registrar's Office, P O Box 3080, Redlands, CA 92373-0999

****Hand-carried or issued to student transcripts will not be accepted****

<u>Transfer</u> Dept., Course # and Title	Major	Minor	<u>Department Approval</u>		<u>Registrar Approval</u>			
			Dept. Chair Signature (for major/minor)	Equivalent Course/ Category	LAF/LAI <small>Indicate LAF/LAI</small>	Elective	Approved	Denied

Reviewed by _____ Date _____
Registrar's Office

Comments: