



**DUE:**  
**April 15** for fall study abroad  
**November 7** for spring study abroad

**APPROVAL CHECK-OFF for STUDY ABROAD and NSE**

*This form must be taken in the following order to the offices noted below. When all signatures have been obtained, the form will become part of the permanent file maintained in the Office of International Education.*

**CONTACT INFORMATION:**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Campus Center Box: \_\_\_\_\_

\_\_\_\_\_

Local Phone: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_

\_\_\_\_\_

E-mail while away: \_\_\_\_\_

**Address you want to use for communication from SMCM during your semester/year away from SMCM:**

\_\_\_\_\_

\_\_\_\_\_

**VETERANS BENEFITS:**

I am \_\_\_\_\_ am not \_\_\_\_\_ receiving VA benefits

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**PLEASE OBTAIN THE FOLLOWING CLEARANCE SIGNATURES:**

**1. Financial Aid Office**

*Note: FAFSA forms each year are due by March 1*

The above named student has taken care of all appropriate financial aid forms for the \_\_\_\_\_ semester of year \_\_\_\_\_.

Financial Aid Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Registrar**

The above named student has been properly registered in an approved study-abroad or National Student Exchange program (Non-SMCM program IDIS STA) or appropriate course number for an SMCM Exchange (CMRS: IDIS 352; Heidelberg: IDIS 353; Fudan: IDIS 354; Sciences Po: IDIS 355; Lingnan: IDIS 357; Payap: IDIS 358; UTG: IDIS 359; Bordeaux 3: IDIS 361; Akita: IDIS 363, Alba: IDIS 364, Argentina: IDIS 365, James Cook: IDIS 366; Seva Mandir: IDIS 367; Pondicherry: IDIS 368; ICADS: ILCS 300, NSE: IDIS NSE) for the \_\_\_\_\_/\_\_\_\_\_ semester/year.

Assistant Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Registration next semester:** Below, identify a proxy who has agreed to assist you with registration while you are studying away from SMCM. Communications about registration will be sent to your SMCM e-mail account. You may register online or have the proxy identified below act on your behalf for registration. The proxy may register you online or walk in your registration to the Office of the Registrar. Course offerings are available online at <http://www.smcm.edu/registrar/>. It is your responsibility to register promptly while studying away from SMCM.

Name of proxy: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Posting credits earned while away from SMCM:** In order to post credits earned abroad or through NSE to your SMCM transcript, you must request in writing an *official transcript* from your host institution. For prompt posting, it is recommended that you make such a request before leaving your host institution.

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### 3. Business Office

The above named student has taken care of all appropriate business office matters (i.e., outstanding bills) for \_\_\_\_\_/\_\_\_\_\_ semester/year.

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I request a refund of funds credited to my SMCM account for \_\_\_\_\_/\_\_\_\_\_ semester/year, including funds from such sources as grants, scholarships, or loans. Please send the refund to me at the following address:

\_\_\_\_\_  
\_\_\_\_\_

### 4. Cashier

Students must submit \$200 deposit and the housing contract by Nov. 1 for spring semester or Feb. 28 for fall semester. We recommend that students submit the deposit before departure from campus the semester before you study abroad.

I have received the \$200 deposit for housing for next semester. Yes\_\_\_\_ No\_\_\_\_

Cashier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I want housing upon my return to SMCM for \_\_\_\_\_/\_\_\_\_\_ semester/year (e.g. Fall/2004) Yes\_\_\_\_ No\_\_\_\_  
*If yes, complete the following section.*

### 5. Residence Life

The above named student has notified the Office of Residence Life that he/she will be studying away from SMCM through a study-abroad or NSE program and understands that he/she is giving up his/her room assignment for the semester(s) spent abroad. The Office of Residence Life will take the necessary steps to assure this student has on-campus housing as desired when he/she returns to SMCM for the \_\_\_\_\_/\_\_\_\_\_ semester/year. Students must submit housing contract and deposit the semester before leaving. Students participating in Signature Semester Programs and who have completed a housing contract are guaranteed housing upon return.

\_\_\_\_\_ has been named as proxy to complete this student's housing request for the semester of return to the St. Mary's campus. ***The last date student can be released from the housing contract without financial penalties is November 1 for spring semester and April 15 for fall semester.***

Residence Life Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of proxy: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Note:* If you or your proxy does not request a room for you or participate in room draw (and you have paid the housing deposit) you will automatically be assigned a room—unless you notify the Office of Residence Life in writing by April 15.

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### 6. Student has received a copy of this form.

I understand the policies and procedures for these SMCM offices and for applying credit from my study-abroad program to my SMCM degree.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### 7. Office of International Education

Does your study-abroad program have an internship component? Yes\_\_\_\_ No\_\_\_\_

If yes, please describe the internship:

\_\_\_\_\_  
IE Signature: \_\_\_\_\_ Date: \_\_\_\_\_