

Final Request for Study Abroad Status at Duke

THIS FORM MUST BE COMPLETED BY ALL DUKE STUDENTS STUDYING ABROAD

Deadline: Please return this form by **Friday, April 18, 2008** to the Office of Study Abroad, 2016 Campus Drive, Box 90057 or fax to 919-684-3083. Please **print neatly** in dark ink.

Name Address _____
(Last) (First) (Middle)

Student Number _____ Date of Graduation _____

GPA _____ College _____ Major(s) 1. _____ 2. _____ Dates declared* _____

Home Address _____ City _____

State _____ Zip Code _____ Telephone _____

Custodial Parent's/Guardian's Name _____ Parent's/Guardian's Work Number _____ Parent's/Guardian's E-mail (if available) _____

Vacation Mailing Address _____ City _____
(Complete only if mail should be sent to an address other than home or campus address)

State _____ Zip Code _____ Telephone _____

Vacation E-mail Address _____

I have chosen to study abroad on the following program(s). I understand that by submitting this form, I agree to drop all courses for which I enrolled at Duke in the semester(s) I am scheduled to be abroad. I also agree to have the Office of Study Abroad cancel on my behalf all on-campus housing requests and/or the housing license and dining plan that I may have signed for the semester(s) while I am away.

Fall Program Name/Site _____ From _____ To _____

Spring Program Name/Site _____ From _____ To _____

Please mark expected date of return to Duke: Spring 2009 _____ Summer 2009 _____ Fall 2009 _____

Special Notes:

- 1) To determine your eligibility to earn recognition for honors such as Dean's List while participating in a study abroad program, consult the Duke *Undergraduate Bulletin* under Academic Recognition and Honors and your academic dean.
- 2) All arrangements for your return to on-campus housing must be made directly with **Residence Life & Housing Services/Housing Assignments, 218 Alexander Avenue, Apt. B (Central Campus)**. It is your responsibility to meet notification deadlines at that office.
- 3) I understand that my graduation date may have to be adjusted if receipt of my official study abroad transcript is not received and credit transfers are not completed by the appropriate deadlines.
- 4) I understand that if I received a conditional waiver I must meet all specified conditions in order to be eligible to study abroad.
- 5) I understand I must register in the Duke University Travel Registry to be eligible to receive credit for academic work completed abroad.

Student's Signature _____ Date _____

* I have declared my major by submitting my Long Range Plan and discussed my study abroad plans with my major advisor.

Student's name _____
(Please Print)

(1) I have discussed my major requirements and my study abroad plan with the Director of Undergraduate Studies or my assigned academic advisor in my major department. His/her signature appears below.

I understand that I must take the normal full credit load (no minimum or overload) of any study abroad program, Duke-in or Duke-approved, and that all courses I plan to take must be approved by Duke and taken for graded credit (not pass/fail). I understand I must take a course in the host language if the program is conducted in a country where the host language is other than English. I understand that if I participate in a non-Duke program I must request an official transcript of my work abroad to be sent to the Office of Study Abroad as soon as it is available and promptly reconcile my credit transfer. Transfer credits will appear as "TR" on the Duke transcript. I understand that students who plan to attend graduate school in the future should order extra copies of their foreign transcript for their graduate school applications. Graduate schools will take note of grades earned abroad.

In addition, I understand that if I am placed on academic or disciplinary probation by Duke University, my right to study abroad for academic credit at Duke will immediately be suspended for the duration of my probationary period, regardless of my acceptance to a study abroad program.

Additionally, if my actions/behavior are called into question in any way, the approval for my study abroad may be rescinded.

Student's signature _____ Date _____

(2) Approval by **Director of Undergraduate Studies** or academic advisor in the student's major.

I have discussed this student's study abroad plans and approve of them.

DUS's or academic advisor's printed name _____

Signature _____ Date _____
(DUS or major department advisor only)

NOTE: SIGNATURES FROM PRE-MAJOR ADVISORS ARE NOT ACCEPTABLE FOR THIS FORM.

For Office Use Only:

(3) Approval by Associate Dean for Study Abroad:

Signature _____ Date _____

NOTE: Registration instructions for the semester after your sojourn abroad can be found in the Duke Abroad Handbook and will also be sent via e-mail to your Duke account by the Office of the Registrar shortly before the start of the registration period. If you are in a remote location where you are unlikely to have access to e-mail or other electronic forms of registration, you should notify the Office of Study Abroad as soon as possible to arrange for registration materials to be sent to you via courier service. You must include a street address and phone number.