



# LCSC STUDY ABROAD FORM

(SEE DIRECTIONS ON REVERSE SIDE)

Study Abroad Fee Paid _____
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## PART 1

Name \_\_\_\_\_ ID # \_\_\_\_\_  
(Please print all information) Last First MI

Mailing Address \_\_\_\_\_  
Street City ST Zip

Phone \_\_\_\_\_ Major/Minor \_\_\_\_\_

Year/Term Abroad \_\_\_\_\_ Country \_\_\_\_\_ Institution \_\_\_\_\_

INTERNATIONAL INSTITUTION				LEWIS-CLARK STATE COLLEGE			
SUBJ	NO	TITLE	CR.	SUBJ	NO	TITLE	CR.

I understand I am financially responsible for the charges related to this study abroad experience.....  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART II - Study Abroad Office

This student has met with me, chosen a study abroad provider, and submitted the LCSC Study Abroad processing fee.  
Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART III - Advisor & Chair Recommendation

I agree the courses listed above will be applied toward the student's major.  
Division Study Abroad Advisor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chair Name\* (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
\* If requesting transfer credit offered by a different instructional division.

## PART IV - Financial Aid Office

This student has met with me. They understand the process for utilizing federal financial aid to fund their study abroad studies.  
Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART V - Controller's Office

This student has met with me. They understand their responsibility for fulfilling the financial obligation for their study abroad experience.  
Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART VI - Registrar's Office

This student has met with the Registrar. The student understands a 12 credit study abroad course will be entered on to their LCSC transcript to remain until an official transcript arrives from their study abroad institution at which time the 12 credit course will be removed and the actual courses, credits and grade points completed abroad will be entered onto the students official transcript. These courses will affect the student's cumulative grade point average. The student understands it is their obligation to provide the international transcript to the Registrar's Office. The Registrar's Office will equate the international courses to LCSC course for degree audit purposes.  
Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Study Abroad Form Process

### Directions for Students:

1. Meet with the Study Abroad Advisor for advice on choosing a program provider\* and to secure forms. Once you have decided on a program, submit the study abroad processing fee to the Study Abroad Office and secure signature.
2. Complete the provider's\* application (with sufficient time for processing). Attach a copy to the Study Abroad Form.
3. Meet with Division Study Abroad Advisor (see below) AND Division Chair (of the student's major) to secure required signature(s) and recommendation in Part III. If you are requesting credit offered by another division, the appropriate Division Chair's approval is required. Spanish credit requires a separate form.
3. Both the Division Study Abroad Advisor and Division Chair of the student's major must sign Part III.
4. Meet with the Director of Financial Aid and secure the appropriate signature.
5. Meet with the Controller's Office, pay fees\*\* and secure appropriate signature.
6. Meet with the Registrar, secure appropriate signature, submit form and receive student copy.

***All Study Abroad forms must be submitted to the Registrar's Office before October 15<sup>th</sup> for the Spring Semester if the student expects to receive financial aid for his/her study abroad experience.***

**NOTE: Study Abroad Forms will not be accepted from students who have a "hold" on their account.**

### Division Study Abroad Advisors List

Nursing Division:	Michele D'Arcy-Evans
Social Sciences Division:	Eric Martin
Education Division:	Margaret Chavez
Business Division:	Randel Martin
Natural Sciences Division:	Craig Steenberg
T & I Division:	Timothy Wiggins
Business Technology Services:	Lynn Mathers

\*Providers include: International Studies Abroad, AustraLearn, AsiaLearn, and LCSC sister schools

\*\*Please talk with the Study Abroad Advisor regarding different program fees and health insurance requirements