

Studying away requires a lot of pre-planning. This form ensures that students notify key departments of their plans to study away for a semester or year in order to receive the information, advising and support necessary for a smooth transition. IPO will route this form to departments after the student has completed all LCSC application requirements and Steps 1 and 2 are complete.

Step 1: Complete the following information

Name: _____ LCSC ID: _____

Program (select one): NSE ISA

Term Away (check all that apply): Fall 20__ Spring 20__ Summer 20__

Term Dates: _____ Estimated cost of attendance: _____

Host School: _____ City: _____ Country: _____

I authorize all parties associated with this program to share all my necessary information for the purposes of fulfilling program requirements.

Student Signature _____

Step 2: Study Away Approval

The student named above has met all requirements to study away and has received guidance on fit, program requirements, financial ability, financial aid portability, enrollment confirmation and other pertinent information. This student is approved for the semester(s) listed above.

Study Away Advisor (print): _____ Signature: _____

Step 3: Credit Equivalency Agreement

I certify that the courses on the attached credit equivalency agreement will be applied toward the student's academic program. Optional courses have been marked.

Academic Advisor (print): _____ Signature: _____

Step 4: Financial Aid Advising

Student will receive financial aid funding and /or scholarships and must meet with FAO Advisor.

Student will not receive any type of financial aid funding.

Financial Aid Advisor (print): _____ Signature: _____

Step 5: Student Accounts Advising

Based upon the program start and end dates, this student will:

require a payment plan

not require a payment plan

Student Accounts Rep (print): _____ Signature: _____

◊ Return to Registrar's Office after completion of all steps ◊

Study Away Credit Equivalency Approval for _____ SEMESTER(S): _____

Student Name (print)

- 1) Students are required to submit approved classes for all semesters away from LCSC.
- 2) All courses **must** be approved by the Division Chair of the corresponding department.
- 3) Students are encouraged to select extra courses in case not all of them are available at the host institution upon arrival.
- 4) Students must confirm actual enrollment with the Study Away Coordinator on the first week of arrival, using the sheet provided by Travis Osburn.
- 5) Students **must** be full-time while studying away, as defined by the term enrolled in.

Courses WITHIN the Student's Major/Minor

HOST INSTITUTION				LEWIS-CLARK STATE COLLEGE				DIVISION CHAIR
SUBJ	NO	TITLE	CR.	SUBJ	NO	TITLE	CR.	
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____

Courses OUTSIDE of Student's Major/Minor

HOST INSTITUTION				LEWIS-CLARK STATE COLLEGE				DIVISION CHAIR
SUBJ	NO	TITLE	CR.	SUBJ	NO	TITLE	CR.	
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____
								Chair Name _____ Chair Signature _____