

(Please make a copy for your files)

Form C

Final Request for Study Abroad Status at Duke

THIS FORM MUST BE COMPLETED BY ALL DUKE STUDENTS STUDYING ABROAD

Deadline: Return this form by **Friday, April 13, 2012** to the Global Education Office for Undergraduates (GEO-U), Smith Warehouse, Bay 6, 2nd Floor, 114 S. Buchanan Blvd., Box 90057, Durham, NC 27708 or fax to 919-684-3083. If mailing, Box 90057 MUST be included in the address. Please **print neatly** in dark ink.

Name _____
(Last) (First) (Middle)
Student ID _____ Expected Date of Graduation _____

***Complete ONLY if mail should be sent to an address other than your home or campus address. (This information should also be added to the Summer Address section of your Duke online application.)**

*Vacation Mailing Address _____ *City _____

*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. Otherwise, I agree to allow the GEO-U to drop these courses for me. I also agree to have the GEO-U 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 2013 _____ summer 2013 _____ fall 2013 _____

Special Notes:

- 1) I understand that to determine my eligibility to earn recognition for honors such as Dean's List while participating in a study abroad program, I will need to consult the Duke *Undergraduate Bulletin* under Academic Recognition and Honors and my academic dean.
- 2) I understand that all arrangements for my return to on-campus housing must be made directly with **Residence Life & Housing Services, 218-B Alexander Avenue (Central Campus), Box 90451**. It is my responsibility to meet notification deadlines at that office.
- 3) I understand that my graduation date may have to be adjusted if 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 to study abroad I must meet all specified conditions in order to be eligible to study abroad.
- 5) I have declared my major by submitting my Long Range Plan.
- 6) I understand that I must immediately notify the GEO-U if I am placed on academic or disciplinary probation and 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.
- 7) I understand I must register in the Duke University International Travel Registry in order to activate my study abroad status.
- 8) I understand that I must complete the GEO-U online pre-departure orientation in order to activate my study abroad status.
- 9) I understand that I must complete an evaluation of my program abroad and that my registration for the following semester will be blocked if I do not complete and submit my evaluation.

Student's Signature _____ Date _____

FORM CONTINUES ON REVERSE SIDE

- 10) 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).
- 11) **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.**
- 12) 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 GEO-U as soon as it is available and promptly reconcile my credit transfer. Transfer credits will appear as “TR” on the Duke transcript.
- 13) I understand that I should order extra copies of my foreign transcript sent directly to me for my graduate school applications and that graduate schools will take note of grades earned abroad.
- 14) I, _____ (printed name of student), and the Director of Undergraduate Studies or the academic advisor signing below have agreed that I will take the following course types abroad (e.g. two political science courses, one natural science, and one language course), in compliance with my degree requirements and long-range plan. Actual course numbers are not required. I understand that circumstances may require a change in this plan once I am abroad.

*** YOU MUST LIST THE TYPES OF COURSES YOU PLAN TO TAKE ABROAD BELOW ***

If you plan to study in a non-English speaking country you must list at least one course in the host-country language.

Student’s signature _____ Date _____

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.

<p>For Office Use Only: Approval by Associate Dean for Global Education Office for Undergraduates: Signature _____ Date _____</p>

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 GEO-U 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.