Participation Request Form for NON-Affiliated International Programs

*PLEASE NOTE that the completion of this form does not guarantee approval or program enrollment. The USD International Center strongly recommends that students consider participating in an approved and affiliated international program.

Instructions: The student completes this form, then submits it to the Dean’s Office for review (Arts & Sciences- Founders 114; School of Business- Olin 115).

Date __________________________ Term Abroad _____________________

Name __________________________ ID Number _________________________

Email __________________________ Phone Number ______________________

Name of Program __________________________

Program Location __________________________

Complete the following steps:

Step 1: Attach any relevant program information to this form (may be obtained from internet or program provider).

Step 2: Read the statements below and initial next to each one indicating your acceptance and understanding of each statement.

_____ I understand that I will not receive USD Financial Aid by participating in this non-affiliated international program.

_____ I understand that the grades earn in a non-affiliated program will not transfer as letter grades. Grades will appear on my transcript as transfer units (labeled TR).

_____ I understand that I will be required to complete a Leave of Absence form in the Center for Student Success (UC 114) and therefore will not be considered a USD student when I am abroad in this non-affiliated international program.

_____ I understand that, for liability reasons, the USD Office of International Studies Abroad will not be able to intervene if any issue arises while I am abroad.

_____ I understand that it is my responsibility to ensure the USD Registrar receives my official study abroad transcripts.

*See reverse for steps 3-6
Step 3: Answer the questions below on a separate piece of paper (typed).

1. Why do you wish to participate in this particular non-affiliated program (please cite all academic and other related reasons)

2. What about this particular foreign location attracts you to this program?

Step 4: Fill out a Transfer Evaluation Form for each of the courses you would like to take (be sure to attach syllabus) and obtain all required approval signatures.

Step 5: Make two photocopies of this entire packet (including each approved Transfer Evaluation Form and syllabus). Submit one copy to the International Center (Serra 315) and keep one copy for your records.

Step 6: Submit original approved Transfer Evaluation Forms to the USD Registrar (Founders 117).