



SAMFORD UNIVERSITY
REQUEST FOR A LETTER OF GOOD STANDING AND TRANSIENT ENROLLMENT FORM
FOR STUDY ABROAD STUDENTS

This form is for students who plan to attend classes at a university in a foreign country through an institution *other than* Samford.

PROCESS: Consult with academic advisor; complete form and obtain required signatures; return form to Student Records.

(See page 2 for additional instructions.)

Classification (circle one): Freshman Sophomore Junior Senior **Date:** _____

Name: (Print) _____ **Banner SUID. # 9** _____
(Last) (First) (Middle)

My major is _____ **My minor is** _____

____ **I request a Letter of Good Standing to be sent to:** ____ **I also request an Official Transcript to be sent to:**

SCHOOL: _____

ADDRESS: _____

CITY: _____ **STATE/PROVIDENCE:** _____

COUNTRY: _____ **ZIP:** _____

____ **I am using a third-party provider. Give Name:** _____

I wish to enroll in the following term/semester (circle one): Fall Jan Term Spring Summer

In the year (circle one): 2014 2015 2016

This work must be completed by the end of the term listed above. Students may meet two of their general education requirements beyond the core curriculum with 3-credit courses. Additional general education courses may be transferred if they are equal to or greater than the Samford requirement (e.g., two 3-credit courses to meet a 4-credit requirement). Sixteen (16) credits may be completed during the summer months, and eighteen (18) credits may be completed during the Fall and Spring semesters. Credits for a course taken at another institution must equal at least 75% of the Samford credit for the course (at least a 3-credit course to meet a 4-credit course at Samford).

The student is responsible for requesting an international transcript evaluation from AACRAO (www.aacrao.org/international/) or WES (www.wes.org). Requesting a copy of the actual international transcript is optional, although encouraged. International transcripts should be sent to: Transfer & Credit Analyst, Student Records, Samford University. (Complete address on page 2.)

Because international universities' classes MAY OR MAY NOT MEET the requirements of Samford's classes, please allow for a first and second choice of classes.

COURSE NAME & NUMBER AT OTHER COLLEGE OR UNIVERSITY	COURSE TITLE AT OTHER COLLEGE OR UNIVERSITY	ONLINE or DISTANCE LEARNING (Yes or No)	SEMESTER CREDITS	SAMFORD COURSE EQUIVALENT (if applicable)	DEPT CHAIR'S APPROVAL OF EQUIVALENCY**

Student's Signature _____ **Date** _____

Advisor's Approval/Verification _____ **Date** _____

Director of International Programs _____ **Date** _____

Dean's Approval (Seniors only) _____ **Date** _____

***The Chair of the Department offering the course at Samford University must approve the request to substitute an equivalent course taken at another university; otherwise the course is approved for elective credit only

For office use only:

For Fall/Spring Approval

GPA:	Signature:	Date:
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FOR STUDY ABROAD STUDENTS

PLEASE READ INSTRUCTIONS AND COMPLETE ALL BLANKS ON PAGE ONE

Print the form, fill it out, obtain the necessary signatures, and bring or send the completed form to the Office of Student Records (800 Lakeshore Drive, Birmingham, AL 35229-7030), or fax it to us at (205) 726-2908.

This form is for students who plan to attend classes at a university in a foreign country through an institution other than Samford. It is not to be used for those who plan to attend domestic universities. A separate form exists for students taking transient coursework at a college or university in the United States.

1. Complete top of form and fill in information concerning the class(es) you plan to take. (Print more than one copy if you need additional course information blanks; do not use the back of the form.) **Be sure to include the complete name and address of the school you plan to attend.**

Remember: Core courses may not be taken.

2. Obtain signature approval from your academic advisor **first**. If you are a senior you must also obtain your dean's signature approval. **Upon completion of 96 credits students may not transfer more than 8 semester credits or 2 courses to Samford.** To receive a degree, students must earn **at least 50%** of their total credits from Samford.
3. Obtain signature of the Director of International Programs: David Shipley, Brooks Hall 125.
4. Obtain signature of the department head representing the class(es) you plan to take. **(Attach a readable and highlighted copy of the complete course descriptions from the catalog of the college where you plan to attend classes before you obtain the department head's signature.)** Davis Library has copies of college catalogs and many are also available online directly from the college/university itself. Students who login from a Samford IP address can access hundreds of catalogs—domestic and international—via College Source: <http://www.collegesource.org/search/alpha.asp>
5. Return completed Transient Enrollment Form to the Student Records Office with your signature.
REMEMBER: It is the student's responsibility to obtain all necessary signatures.
6. Both your **Samford (Institution) and Overall GPAs must be at least 2.0 at the end of the current semester** in order to have a Letter of Good Standing sent to another college or university. To have a Letter of Good Standing sent before the end of the current semester a student must have **a minimum of a 2.50 GPA.**
7. **Study abroad students are responsible for requesting an international transcript evaluation from AACRAO (www.aacrao.org/international) or WES (www.wes.org).**
8. **Requesting an international transcript of the final grade(s) from the other school be sent to Samford is optional, although encouraged.** All courses from transient schools are required to have a letter grade of 'C-' or better in order to be posted as earned credit on your transcript. International transcripts should be sent to Nancy Bales in the Student Records Office, Samford Hall 214.