Permission to Complete Courses at an Exchange Site
Undergraduate Students

Instructions
1. Complete information below and return this form to the Office of Academic Affairs (LC230) after you have secured the necessary signatures.
2. At the completion of the semester indicated below, you will need to send an official transcript to the AA Office (5 MetroTech Center LC230 Brooklyn, NY 11201). Thereafter, course names, credits, and grades will be posted to your transcript. Note: The grades you receive in these courses will be reflected as transfer credits and will not count towards your GPA. No credit will be awarded for courses taken as Pass/Fail and/or Audit or courses in which you received below a C or equivalent.

Student Information

Name: ___________________________ Date of request: ___________________________

University ID: N ___________________________ Semester/Year to study abroad: __________

Net ID: ___________________________ Phone Number: ___________________________

Major at SoE: ___________________________ GPA: ___________________________

Exchange Site where you will be studying: _________________________________________________

COURSE(S) YOU WILL REGISTER FOR:

<table>
<thead>
<tr>
<th>Course # and Title</th>
<th>Points class is worth at SA site</th>
<th>Equivalent course: Determined by corresponding Academic Department – STUDENTS DO NOT WRITE IN THIS COLUMN</th>
<th>Departmental Signature: Corresponding departments sign off on the equivalent course – STUDENTS DO NOT WRITE IN THIS COLUMN</th>
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Approvals: Attach the course description to this form in order to obtain required signatures.

1. Approval from your academic adviser is required to ensure that your chosen course fits in with your schedule and academic progress.
2. OGS approval is required for all international students.
3. Signature from the Undergraduate Academics Office (JB158) is required after all other signatures are obtained.

1. Major Academic Adviser ____________________________________________

2. OGS Representative ________________________________________________

3. Office of Academic Affairs ________________________________________