



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: Course # and Title	Points class is worth at SA site	Equivalent course: Determined by corresponding Academic Department – STUDENTS DO NOT WRITE IN THIS COLUMN	Departmental Signature: Corresponding departments sign off on the equivalent course – STUDENTS DO NOT WRITE IN THIS COLUMN

Approvals: Attach the course description to this form in order to obtain required signatures.

- Approval from your academic adviser is required to ensure that your chosen course fits in with your schedule and academic progress.
- OGS approval is required for all international students.
- 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 _____