



The Center for Cross-Cultural Study

Home School Approval Form

Spanish Studies Abroad requires all students submit a completed Home School Approval Form. Section 1 is to be completed by the student, and Section 2 is to be completed by a representative at the student's institution, as applicable.

Section 1 (Student): complete this section and give or email the form to your advisor, study abroad office or Registrar to complete Section 2, unless you are taking responsibility for the transfer of credit.

Student Name: _____ Home Institution: _____

Program Location: _____ Program Term: _____

If you are not seeking to transfer credit at this time, please mark the following box, and then sign and return the form to info@spanishstudies.org. If you do not have transfer of credit approved BEFORE you study abroad, you may not receive credit for your study abroad. Be sure to check with your institution before you mark this option.

Student is not transferring credit to a specific institution. Mail official transcript directly to student.

Student Signature: _____ Date: _____

Section 2 (Institutional Representative): complete this section and return to Spanish Studies Abroad by mail or email.

- Is student approved for enrollment? Yes No Approval is not necessary.
- Does student have a disciplinary record? Yes No I do not have access to that information.
- Is student in good academic standing? Yes No I do not have access to that information.

Transfer of Credits and Transcripts: For more information please visit www.spanishstudies.org/Transcripts.

- Option 1: Home institution will accept transfer credits reported on a Spanish Studies Abroad/CC-CS transcript.
- Option 2: Home institution requires a transcript from a U.S. degree-granting institution. (student will be charged \$250 for a Heidelberg University transcript).

Mail Official Transcript to: _____

Name: _____ Title: _____

Signature: _____ Date: _____