



- Confirmation that the venue of study is the principal campus of the accredited institution.  
NOTE: Host institutions that provide studies using an intermediary, study abroad company/organization or whose only role is to provide the official transcript of studies as a third part “school of record” transcripts are not acceptable and will not be processed.
- Confirmation that the official transcript of studies will list the course(s), course number and an individual grade (not pass/fail) for each course completed. **A certificate indicating the completion of studies is not acceptable.**
- The normal/full time course load per term..
- The number of weeks in a term.
- The number of terms in one academic year.
- The number of contact hours per week/
- The start and end date of each term of study.
- The start and end date of each examination period.

**Student’s Agreement & Signature:**

I certify that all information provided in this application and any attachments is accurate.

I understand that the final approval of this request is made by SOUSA.

If this request is approved, I understand that I must apply on Minerva for permission to study away.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUSA:**

<ul style="list-style-type: none"> <li>• Host Institution <input type="checkbox"/> approved <input type="checkbox"/> not approved</li> </ul> <p>Entered on Master Reference Host University worksheet: Date: _____</p> <p>Entered on Approved Host Institution website worksheet: Date: _____</p> <p>Requested addition to Minerva: Date: _____</p>	Notes:
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