



HIU-Partnership and Non-HIU Off Campus Study Approval

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Instructions for Completion

All HIU students participating in an off campus study program must have a completed approval form on file with the Study Abroad Coordinator in order to: 1) ensure credit earned abroad/away is accepted at HIU upon completion of the program; 2) maintain enrollment at HIU while abroad/away; and 3) receive financial aid (if applicable) during the period of study abroad.

The approval process is complete once you have secured the required signatures and submitted this form to the Study Abroad Coordinator. Off Campus Study Approval Forms are due no later than three months prior to the initial date of the off campus study program.

Student Information

Name: _____ ID: _____

E-mail: _____ Phone: _____

Expected graduation date: _____ Major: _____

Name of academic advisor: _____ GPA: _____

Off Campus Study Program Information

☐ HIU Partnership Program ☐ Non-HIU Program

Name of program: _____

Location of program: _____
City Country

Expected start date: ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Duration of off campus study: ☐ one semester ☐ two semesters

Total number of credits to be taken abroad: _____
(Total number of transfer credits to be awarded will be determined after evaluation of the official transcript.)

Name of the college/university issuing transcript: _____

Is the university issuing the transcript regionally accredited? ☐ Yes ☐ No

Financial Aid Information

Are you seeking to apply your financial aid to this program? ☐ Yes ☐ No

*Institutional scholarships do not apply to HIU-Partnership and Non-HIU Programs with the exception of bilateral exchange programs.

Tuition and Fees: A schedule of mandatory fees for the off campus study program must be attached.

Transfer Credit Approval Form

Consult the course descriptions to help you choose courses you will take during your off campus study. Usually, course descriptions are available on the off campus study program’s website. However, in many cases, the course listings and descriptions are tentative, and you will not complete your final registration until you arrive on-site. Therefore, you should gather course descriptions for alternate course choices in case your first choices are not available.

Preferred Courses

Off Campus Program Courses			Corresponding HIU Degree Requirements		
Course Number	Course Title	Units	Course Number	Course Title	Units

Alternative Courses

Off Campus Program Courses			Corresponding HIU Degree Requirements		
Course Number	Course Title	Units	Course Number	Course Title	Units

Advisor Comments:

Please read the following statements and put your initials on each line. I understand that in order to receive credit, maintain enrollment at Hope International University, and receive financial aid during my period of study abroad, I must:

- _____ Have my courses and credits pre-approved by my academic advisor and the Dean of my college.
- _____ Arrange tuition and fee payments and use of applicable financial aid with Student Financial Services. I understand that institutional scholarships do not apply to HIU-Partnership and Non-HIU programs, with the exception of bilateral exchange programs.
- _____ Submit HIU Study Abroad Approval Form and HIU Study Abroad Statement of Authorization and Consent to the Study Abroad Coordinator.
- _____ Maintain a course load equivalent to full time study at HIU as approved by my academic advisor (excluding summer study).
- _____ Report immediately any course changes to my Academic Advisor, College Dean and the Study Abroad Coordinator.
- _____ Request a transcript be sent to the Registrar’s Office, 2500 E. Nutwood Avenue, Fullerton, CA upon completion of my program.

Approval Signatures:

VP for Student Affairs: _____	Date: _____
Academic Advisor: _____	Date: _____
College Dean: _____	Date: _____
College Dean Signature: _____	Date: _____
Director of Student Financial Services: _____	Date: _____

Registrar’s Office