



Deadlines for Approval

Spring Semester	OCTOBER 5
Winter Session	
Fall Semester	MARCH 5
Summer Session	



EDUCATION ABROAD APPROVAL FORM

(VALID FOR CURRENT ACADEMIC YEAR ONLY)

STUDENTS: *Please take this form to the VSU Office for Student Financial Aid after you have obtained the signatures requested below. If you have questions, call 804-524-5986.*

Name of Education Abroad Program: _____

Program Location (city/country): _____

Dates: From _____ to _____ Semester: (F)___ (WI)___ (SP)___ (SU)___ Year: _____

Host University/ Program Provider: _____

I understand that in order to receive credit, maintain enrollment at VSU, and receive eligible financial aid during my period overseas, I must:

1. Be currently enrolled in a degree-seeking program at Virginia State University.
2. Have a minimum GPA of a **2.5 at the time of application AND at the start of my program abroad.**
3. Have my courses and credits approved by my academic department and school dean **BEFORE** departure. (Use Registrar’s Concurrent Registration Course Form if transferring credits back to VSU.)
4. Complete Banner registration and validation for the appropriate courses.
5. Maintain a course load equivalent to full time study at VSU, or as required by my financial aid (excluding summer study).
6. Report immediately any course changes to my academic advisor, department chairperson and the Office for International Education.
7. Request an OFFICIAL VSU transcript to be sent to the Office for International Education, 1 Hayden Drive, P.O. Box 9086, Petersburg, VA 23806, upon completion of my overseas program.

Student’s Signature: _____ Date: _____

Student’s Printed Name: _____ Student’s V# _____

Academic Advisor’s Signature: _____ Date: _____

Advisor’s Printed Name: _____

Department Chair’s Signature: _____ Date: _____

Chair’s Printed Name: _____

*The Office for International Education has reviewed the student’s request to participate in a program abroad. We verify that this is a valid academic program and recommend that the student be able to use his/her financial aid and scholarships to participate in the program. **This approval is contingent upon the student’s clearance by the University Registrar, Financial Aid Office, Office of Student Accounts, and Judicial Affairs.** NOTE: Students will not be approved to study abroad during the semester in which they will graduate.*

Signature of Education Abroad Advisor or Director of International Education Date: _____

[Distribution: Copy to Student, Academic Department, Office for Student Financial Aid, and Office for International Education.]