

**HOME INSTITUTION APPROVAL FORM**

Student's Full Name: \_\_\_\_\_

Program Name: \_\_\_\_\_ Term: \_\_\_\_\_

Study Abroad Official at Home Institution:

*The student listed above is applying to participate in a University of Florida sponsored study abroad program. In order for the University of Florida to approve this student, please complete the form below and return it to UFIC via mail or email ([SASNonDegree@ufic.ufl.edu](mailto:SASNonDegree@ufic.ufl.edu)). Please note: Students participating in study abroad programs through the Levin College of Law should not complete the Home Institution Approval Form, but should instead have a Letter of Good Standing submitted with their application.*

- 1) Is this student a degree-seeking student at your university?  Yes  No
- 2) Is this student in good academic standing (e.g. not on academic probation)?  Yes  No
- 3) UF sponsored programs may have courses taught by UF faculty and/or by a partner institution and therefore may award UF and/or transfer credit. All credit earned through UF sponsored program will be sent to students' Home Institution on a University of Florida transcript. Will credit from the student's study abroad program transfer back to the home university?  
 Yes  Yes, with conditions (please list in comments)  No
- 4) Does this student have the home institution's approval to participate in this study abroad program?  Yes  Yes, with reservations (please list in comments)  No
- 5) Does this student have previous or current disciplinary problems?  
 Yes (Please explain in comments)  No  Unknown (Please direct student to appropriate office on your campus to have this certified)
- 6) Where should the record of this student's final grades be sent?  To my office  
 To another office at this institution (provide the correct address in the comments below)

Comments: \_\_\_\_\_

\_\_\_\_\_

Name of Official: \_\_\_\_\_ Position: \_\_\_\_\_

Institution: \_\_\_\_\_ Office/Dept: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

By signing below, you state that the information listed above is true to the best of your knowledge. Should any changes to this information be needed, please contact the University of Florida International Center at your earliest convenience (Attn: SAS Non-Degree Processing at [SASNonDegree@ufic.ufl.edu](mailto:SASNonDegree@ufic.ufl.edu)).

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

**ACADEMIC REPORT REQUEST FORM**

Please provide an address at your home institution to which we can send an official transcript with grades from your study abroad program. Please double-check with your home institution that this matches the address listed on your Home Institution Approval form.

Student Name: \_\_\_\_\_ UFID: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please mail transcript to (*Home Institution only*):

Attention to: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

By signing, I authorize the University of Florida International Center to release my official University of Florida transcript to the institution named above to report my courses, credits and grades.

I understand that the University of Florida International Center will only send one copy of my official transcript to my home institution. Any additional copies needed for personal use or reporting to other institutions must be requested and paid for online via ISIS ([www.isis.ufl.edu](http://www.isis.ufl.edu)).

- I am currently enrolled at a SUS Florida school and would like my transcript to be sent to my home institution electronically.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

UFIC Approval: \_\_\_\_\_  
(Third Party Billing Request)