

Site Transfer or Study Abroad Authorization Form

Webster students applying to transfer campuses should read this form thoroughly before acquiring the appropriate signatures.

Please note: Applications will not be accepted if one or more of the required signatures for approval are missing.

STUDENT NAME _____ WEBSTER I.D. NUMBER _____

REQUESTED SEMESTER _____ YEAR _____ LOCATION _____ TEMPORARY OR PERMANENT (circle one)

1. BUSINESS OFFICE OR FINANCE MANAGER

The above named student has been informed and /or is approved (please check all that apply)

- ◇ How any financial aid package can or can not be awarded to accommodate other campuses if applicable.
- ◇ What requirements must be met (i.e. Credit load) to guarantee that these funds will be available.
- ◇ Is aware of the students responsibility in regards to tuition and accommodations.
- ◇ Is current and in good standing in his/her financial account with Webster University.

Business Officer Signature: _____ Date: _____

2. ACADEMIC ADVISOR

The above named student has been informed and/or is approved (please check all that apply)

- ◇ Is in good academic standing (2.0 current and cumulative GPA).
- ◇ Is not on academic probation.
- ◇ Has documented learning disabilities. (If checked, please include documentation)
- ◇ Has completed the Webster University English requirements.
- ◇ The student has been informed that it is her/his responsibility to stay aware of current graduation requirements for her/his particular degree (registration submitted).
- ◇ Has been encouraged to contact their Academic Advisor if they are having any academic issues at the host site.

Academic Advisor's Signature: _____ Date: _____

I certify that I understand the billing procedures, tuition, extra fees, housing costs, non-refundable deposits, financial aid regulations, scholarship rules, academic requirement for my major, student conduct code, and registration process for my study abroad experience. I know that I must be in good academic and social standing and current on my financial obligations at the time of travel to the international campus and that Webster University may rescind my approval to study abroad should I fail to meet University standards and that I would be responsible for any non-refundable deposits or fees paid on my behalf by Webster University.

Student Signature: _____ Date: _____

Webster University Site Transfer or Study Abroad Application
 Use for: China, Geneva, Ghana, Leiden, Vienna, Thailand Campuses
 and other international partner institutions

- ◆ Any permanent transfer to any campus is done only by semester
- ◆ Any temporary transfer to Europe from Thailand is done only by semester
- ◆ Any Europe to Europe temporary transfer can be accepted/rejected by receiving campus

APPLICATION DEADLINES Effective Fall 2013, the following deadlines will be strictly followed. Late applicants must be approved by the receiving campus and are not eligible for the Webster World Traveler Program.

Semester /Term	Deadline
Summer	February 28
Fall Semester	March 31
Spring Semester	September 30

HOW TO APPLY:

Before submitting your application for site transfer or study abroad you are required to meet with your academic advisor and/or study abroad coordinator, (see campus roster last page). Applications must be turned in to your advisor and/or SAC (Study Abroad Coordinator) by the deadline. Applications will be reviewed as soon as possible, but may take up to two weeks from the time the application is submitted. In some cases an authorization form must also be included. See your advisor or SAC for specific campus information.

PART I: TO BE COMPLETED BY STUDENT

PLEASE PRINT

Type of Request: I am applying for (check only one box). Site Transfer Study Abroad

TO: _____ (Campus you intend to move to)

FROM: _____ (Current Campus)

Classification: Undergraduate Graduate

Student ID# _____ Home Campus Academic Advisor: _____

Passport Number _____

Full Legal Name (as written on passport):

Last/Family/Surname _____ First/Given _____ Middle _____

Date of Birth: (month/day/year) _____ Gender: Male Female

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____

Permanent Address (in your home country or Country of Permanent Residence):

Street _____

City _____ State/Province _____

Telephone: Home _____ Cell _____

Email: _____

Current Address (Check Box if "same as permanent address") SAME

Address: _____

City: _____ Province/State _____

Postal Code: _____ Country: _____

Telephone: _____ Cell: _____

Current Email Address: _____

Home Campus Advisor: _____ **Email:** _____

Period of Participation: (Check Site Transfer or Study Abroad)

Site Transfer (permanent transfer)to _____ (campus)

In what term/semester: Fall ____ Spring ____ Summer ____

Study Abroad (temporary transfer) Transfer to: _____ (campus)

Starting in Term/semester: Fall ____ Spring ____ Summer ____

I will return to/ or go to: _____ (campus)

Term/semester: Fall ____ Spring ____ Summer ____

Will you need Campus Housing? (please note campus specific mandatory housing) _____

If yes, it is the student's responsibility to complete required housing applications and procedure.

If no, where will you live? (off campus housing is limited in most places)

Campus Registration Request: (This needs to be completed before full approval is confirmed). Please note if registration section cannot be completed at time of application, submit form anyway. You will be required to complete before transfer.

Course Number	Section	Title	Term/Semester	Credit Hours

Student's Signature: _____ **Date:** _____

Home Campus Advisor's Signature: _____ **Date:** _____

Home Campus Academic Director's Signature (For Site Transfer Applications):

_____ **Date:** _____

FOR OFFICE USE ONLY

(This must be completed by the student's home campus)

◇ The student is aware of all financial implications of their site transfer or study abroad transfer (please check)

How many credit hours does the student currently have? _____ Webster Cumulative GPA _____

Intended Graduation Date _____ Intended Major _____

For Permanent Site Transfers:

Has the Program Enrollment Home Campus and Service Location been changed in the database for the student **PRIOR** to class registration, but **AFTER** the final billing cycle at the home campus has been activated?

YES ___ NO ___ DATE CHANGED: _____ Please initial here: _____

University Representative who changed Home Campus location Code: _____

For International Study Abroad:

Has the Service location been changed in the database for the student **PRIOR** to class registration?

YES ___ NO ___ DATE CHANGED: _____ Please initial here: _____

University Representative who changed Home Campus location Code: _____

Home Campus SAC Signature (mandatory)

Home Campus SAC Printed Name

Date: _____

Eligibility

At the time of application, applicants must have met the following criteria:

Undergraduates:

- Be degree-seeking students.
- Completed 15 semester credit hours at Webster University.
- Be in good academic standing (2.0 GPA and not on academic warning or probation).
- Be in good social standing (not on social probation).
- Be in good financial standing (no outstanding balance owed to the current campus).
- Have met English language proficiency requirements

Graduates:

- Be degree-seeking students
- Completed 9 semester credit hours at Webster University
- Be in good academic standing (3.0 GPA and not on academic warning or probation)
- Be in good social standing (not on social probation)
- Be in good financial standing (no balance owed to the current campus)
- Be met English language proficiency requirements