# INTERNATIONAL OFF-CAMPUS STUDY REQUEST

Request to Take International Courses/Examinations (not at Webster) Toward a Degree at Webster University

***This form must be completed prior to enrollment/attendance for these courses/exams.***

I, _____, _____, request permission to take course(s) or
Student Name Student Number
exam(s) off-campus internationally during _____ at _____.
Term/Date/Year College/University/Examination Program

My advisor and I understand the following:

- The course(s) must carry college-level credit.
- The course(s) must be completed with a grade of C or better.
- Only 64 semester hours from a community college or other lower-level program of study may be counted toward a degree at WU.
- This transfer of credit may not be counted as part of the "30 of the final 36 hour" residency required for degree completion at WU.
- This credit may not duplicate any previous credit earned or in progress.
- An official transcript must be presented to the Office of the Registrar upon completion.

_____ _____
Date Signature of Student

List the specific course(s) or exam(s) below:

| Course and Number | Course Title (or Exam Title) | Semester Hours |
|---|---|---|
| | | |
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| | | |

I have reviewed the items stated above and permission for the work has been granted by above student's academic advisor, or campus director.

_____ _____
Date Signature of Advisor/Chair

I have reviewed the courses above and grant permission for the work.

_____ _____
Date Chair of Academic Department

The Office of Study Abroad (OSA) has reviewed the international off-campus program and has determined that the program meets Webster University's standards for studying abroad.

_____ _____
Date Signature of OSA Representative

Request Received at the Office of the Registrar

_____ _____
Date Signature of Registrar

This request should be accompanied by a stamped, business-size envelope addressed to the school you wish to attend. Include a description of the course(s) desired. Please note the actual transfer credit hours will be in semester hours. The final evaluation of transfer will be made upon receipt of an official transcript in the Office of the Registrar, 470 E. Lockwood Avenue, St. Louis, MO 63119-3194 USA.

*Note: Official Residency Policy for all Undergraduate Degree Program: successful completion of at least "30 of the final 36 hour" semester credit hours registered for and earned directly at Webster University. With academic rationale, waivers of this policy may be made by the appropriate academic dean.*