

LEBANON VALLEY COLLEGE STUDY ABROAD FORMS CHECKLIST

Please complete the following forms and submit them to the Study Abroad Office, Humanities 206, by **November 15** for spring programs and **April 15** for fall programs. Please be sure to fill in the dates below in which each form was submitted to the Study Abroad Office.

Retain this checklist and a copy of all forms for your personal records.

1. Enrollment in Another Institution

Date form submitted _____

- By filling out this form, you will have completed the first step of enrolling yourself for LVC academic credit during your semester abroad. For your clarification when completing the following sections on this form:
- **Dept & Course #/Exact title of course:** Record the *off-campus program* course code and full course title.
 - **Course counts towards:** Indicate whether the recorded off-campus course will transfer back to LVC as a major, minor or general education (GED) requirement. If the course will transfer back as a general elective course, leave the boxes blank in this section.
 - **LVC course equivalent or Dept Gen Cr:** List the equivalent LVC course code and name only if the off-campus course has been approved as an LVC equivalent course. Equivalent LVC courses are determined by academic department chairpersons BEFORE participation on a study off-campus program. Further information is provided below.
 - **# course credits:** Indicate the number of LVC credits you will receive for this course. Do not list the number of credits you will receive from the off-campus institution for the course. Seventeen credit hours is the maximum permitted without approval from your advisor and the registrar. Audited courses are counted in determining the course load. You will pay the prevailing tuition rate for each credit hour beyond 17.
 - **Chairperson's approval:** A chairperson's signature is required to certify approval as a LVC course equivalent for transfer. There are 3 ways to obtain approval of a course:
 1. *Previously approved courses.* For most programs, the Study Abroad Office has a list of off-campus courses which have already been approved as LVC course equivalents. If you choose an off-campus course from this list, no chairperson's signature is required on your Enrollment in Another Institution form.
 2. *Major/Minor course approvals.* It is **your responsibility** to submit an off-campus program course description to your **major/minor department chairperson** to review for transfer approval. If approved, the chairperson must provide the LVC course equivalent and a signature on the Enrollment in Another Institution form.
 3. *General education approvals.* It is **your responsibility** to submit the course description to the **Study Abroad Office** for approval. The Study Abroad Office will notify you via e-mail of the approval status and equivalent LVC general education requirement to be fulfilled.
 - Please make sure that you have your advisor's signature and your signature on this form before it is submitted. You do not need to obtain the Registrar's signature.

4. Assumption of Risk

Date form submitted _____

- By signing this form, you will have accepted potential risks of international travel, living in another country, and other risks associated with the program.

5. Statement of Student Insurance Coverage for Study Abroad

Date form submitted _____

- You will be required to have medical insurance coverage during your semester abroad. Follow the recommendations on this form to ask your current medical insurance provider if they provide specific coverage overseas.
- Some study abroad programs require the purchase of in-country health insurance, in addition to your U.S. health insurance policy. The Study Abroad Office will advise you accordingly.

6. Registration for the Semester of Your Return

Date form submitted _____

- By signing this form, you will have confirmed that you understand the registration process for the semester of your return from an off-campus site. Be sure to discuss your preferred course schedule for your return semester with your advisor *prior to* your departure.

7. Health Information

Date form submitted _____

- By completing this form, you will have provided the Study Abroad Office and the host program, if applicable, information pertaining to your medical conditions or concerns.

8. LVC Program Emergency Medical Sheet

Date form submitted _____

- This form will provide your essential medical information should you be involved in a medical emergency. This information will remain confidential and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own well being, or that of others.

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