

**Sam Houston State University**  
**International Programs**  
Study Abroad: Independent Program Form  
(For SHSU Outgoing Students)

Name of Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Sam ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Local Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Semester and Year of Study: \_\_\_\_\_

**Contact: Office of International Programs: Reiko Clark, Ph.D. 294-4611**  
**(reiko@shsu.edu) or Study Abroad 294-3276 (oip@shsu.edu)**

**To be completed before Departure:**

- I. Approval from the Undergraduate Admissions for accreditation of the proposed University:

Name of University: \_\_\_\_\_

City, Country: \_\_\_\_\_

Is this program accredited? Yes  No

Accreditation agency/organization: \_\_\_\_\_

X \_\_\_\_\_  
Signed by Director/ Assistant Director of Undergraduate Admissions

- II. Course Approval: This is to verify that the proposed courses will be substituted by the following SHSU courses .

<b>SHSU Course:</b>	<b>Credit hours:</b>	<b>Course at the proposed University:</b>
1. _____	_____	_____
X _____ Signed by Professor	X _____ Signed by Chair of Department of Course	_____ Date
2. _____	_____	_____
X _____ Signed by Professor	X _____ Signed by Chair of Department of Course	_____ Date
3. _____	_____	_____

X \_\_\_\_\_ X \_\_\_\_\_  
Signed by Professor Signed by Chair of Department of Course Date  
4. \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_  
Signed by Professor Signed by Chair of Department of Course Date  
5. \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_  
Signed by Professor Signed by Chair of Department of Course Date  
6. \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_  
Signed by Professor Signed by Chair of Department of Course Date

III. Approval of Courses by Major Chair:

X \_\_\_\_\_  
Signed by Chair or Advisor of Department of Major Date

**\*Once approved by the Chair of Department, please submit a copy to the departmental secretary**

IV. Approval of Office of International Programs:

X \_\_\_\_\_  
Signed by Director of International Programs Date

*\*(Office of International Programs will submit one copy to Undergraduate Admissions Office, and one copy to the Registrars Office)*

**To be completed upon return to Sam Houston State University:**

V. Return Procedure:

\*Undergraduate Admissions will keep the **original** foreign transcript. (If the transcript is in a foreign language, it must be officially evaluated and translated into English.)

\*Submit a copy of the transcript to the Office of International Programs

\*Submit a copy of the transcript to the Registrars Office

\*OIP will send a copy of the transcript to appropriate department chairs and professors.