

Sam Houston State University
International Programs
Study Abroad: Student Exchange Agreement 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. Study Abroad University:

Name of University: _____

City, Country: _____

II. Course Approval:

SHSU Course:	Credit hours:	Course at the exchange University:
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 _____ Signed by Professor	X _____ 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 of Department of Major Date

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

IV. Registration: This student has been correctly registered for the above courses

X _____
Assistant Registrar Date

V. Approval of Office of International Programs:

X _____
Signed by Director of International Programs Date

**(The Office of International Programs will submit one copy for Undergraduate Admissions Office. The student keeps the original form.)*

To be completed upon return to Sam Houston State University:

VII. Return Procedure:

*Exchange students' transcripts from study abroad universities will be sent to the Office of International Programs. In turn, the office sends transcripts to appropriate departments, professors, and the registrars office.

*OIP will submit the original transcript with a copy of this form to the Undergraduate Admissions.