

Non-Rutgers Study Abroad Request Form

Name: _____
Last First Middle Initial

RUID: _____ **Official Rutgers Email ONLY:** _____

Declared Graduation Date (month/year): _____

Major(s): _____ **Minor(s):** _____

University and program I will attend: _____

For the: _____ Fall Semester
 _____ Spring Semester _____ Year
 _____ Summer

Please list all courses that you are thinking about taking:

Course Title	Semester	Credits	Rutgers Equivalent	Department	Department Approval Signature	Ok for major/minor credit?
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Please Note: It is the student's responsibility to have an official transcript forwarded as soon as possible after the completion of the program to the Office of Academic Services at the address above. This form may be handed in at any of the SAS Advising Centers (see sasundergrad.rutgers.edu).

Signature of Student

Date

For Office Use Only

A Few Facts to Remember

Academic Requirements

Courses taken through a non-Rutgers study abroad program will be treated as transfer courses: credits, but not grades, will be applied to the student's record upon successful completion of the program provided the student earns grades of C or better.

Transfer credit is not guaranteed; courses must be preapproved by the appropriate academic departments at Rutgers-New Brunswick.

In general, transfer courses cannot be used to fulfill requirements in the SAS Core Curriculum; specifically, non-Rutgers study abroad cannot be used to fulfill the 21C area of the SAS Core.

Leave of Absence and Reenrollment

Students who interrupt their attendance at Rutgers University for any reason must submit a leave of absence form. These forms are available in the SAS Advising Centers and online at sasundergrad.rutgers.edu/forms/leave-of-absence.

As part of the leave of absence, a reenrollment application will also be submitted on the student's behalf. If a leave of absence was not filled out, then a reenrollment form must be filled out separately. The reenrollment application is available online at reenrollment.sas.rutgers.edu. The application must be submitted at least three weeks prior to the beginning of the semester.

The leave of absence form should be submitted before the student leaves to study abroad (preferably at the same time that this form is submitted).

SAS Residency Requirement

Students pursuing a degree through SAS must earn 30 of their last 42 credits while registered in classes offered by Rutgers-New Brunswick or registered in special programs approved in writing by the dean of instruction.

Housing

If a student participating in a non-Rutgers study abroad has signed a housing contract that will be in effect during the time away from Rutgers, they must notify the Housing Office in writing of their intention to cancel their contract. Students who do not cancel their housing within the prescribed time period are subject to a cancellation fee.

If the student desires housing upon return, they should see the Housing Office before leaving to learn about the procedures to obtain housing.

All questions concerning deadlines and procedures for housing should be addressed to the housing office on the campus where the student currently resides.