

**APPLICATION FOR STUDY ABROAD -- COURSE SUBSTITUTION FORM**

SUBMITTED BY: NAME \_\_\_\_\_ STUDENT I.D. \_\_\_\_\_ MAJOR \_\_\_\_\_  
SFC EMAIL \_\_\_\_\_ OTHER EMAIL \_\_\_\_\_ EXPECTED GRADUATION DATE \_\_\_\_\_

**I. STUDY ABROAD INFORMATION**

TERM \_\_\_\_\_ YEAR \_\_\_\_\_

OFF-CAMPUS INSTITUTION \_\_\_\_\_

CITY AND COUNTRY \_\_\_\_\_

NAME OF PROVIDER COMPANY AND CONTACT PERSON \_\_\_\_\_

**II. COURSE(S) TO BE TAKEN ABROAD - IF YOU PLAN TO TAKE 4, LIST AT LEAST 6 (8 IF ISA)**

COURSE TITLE	# OF CREDITS	COURSE TITLE	# OF CREDITS
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

**III. TO BE TRANSFERRED IN PLACE OF THE FOLLOWING SFC COURSES**

COURSE TITLE	# OF CREDITS	COURSE TITLE	# OF CREDITS
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

APPROVED:

DEPARTMENT CHAIR name \_\_\_\_\_ signature \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTOR OF STUDY ABROAD name \_\_\_\_\_ signature \_\_\_\_\_ DATE \_\_\_\_\_

ACADEMIC DEAN name \_\_\_\_\_ signature \_\_\_\_\_ DATE \_\_\_\_\_

Credits will be transferred only for courses with a grade of C or better. Students are responsible for having an *official* transcript of the above forwarded to: Director of Study Abroad, St Francis College, 180 Remsen St., Brooklyn, NY 11201.

Unlike transfer credits, courses taken while studying abroad will be recorded on the student's transcript with the grade indicated by the sponsoring college.

THE ABOVE-NAMED STUDENT ( ) IS ( ) IS NOT IN GOOD ACADEMIC STANDING WITH THE FOLLOWING GPA: \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ Revised 11/15