



Dear Academic Adviser,

This student is planning to participate in a study abroad experience during the upcoming academic year. Students can participate in a wide variety of study abroad programs including exchange & KU faculty-led summer programs, programs offered by PASSHE institutions and other colleges & universities in the U.S., and International Education Organization program providers. Students have access to many types of programs which vary in terms of length, time of year, location, language immersion, housing options, and level of support in the host country, to name a few factors. Students in any major at KU can study abroad and our office will work with them to find a program that is the right “fit” and help them with all of the logistics that accompany a study abroad experience.

A student must attend to many tasks when preparing for exchange, including taking care of financial aid and billing issues, arranging for housing when they return, and getting courses approved to take abroad and for transfer back to the university. The latter task is started by working with you, the adviser, to select courses that will work within the parameters of the student’s course of study. By helping the student to fill out this form and signing your name to it, you are acknowledging that the student has met with you and made a good-faith effort to choose appropriate courses to take while on exchange. You are not making the final determination of how the courses will transfer back to KU. The process of determining course transferability is the responsibility of the Office of the Registrar. This office works closely with the academic departments to determine which classes from the study abroad program will transfer back to KU. If any of the courses are rejected, it is the responsibility of the student to select new courses and get them approved prior to departing for the exchange program.

Thank you for working with this student and helping him/her prepare for the study abroad experience. Please contact me if you have any questions about the study abroad process at KU.

Sincerely,

A handwritten signature in black ink that reads "Nicole Becker". The signature is written in a cursive, flowing style.

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