

# STUDY ABROAD – FOST PROCESS

UNIVERSITY OF MINNESOTA CROOKSTON

➤ FOST 3201

➤ FOST 3205

## STUDENT INFORMATION

Student's Name: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Major: \_\_\_\_\_ Fr:  So:  Jr:  Sr:

## DEPARTMENT INFORMATION

Course Prefix & #: FOST \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

No. of Credits: \_\_\_\_\_ Grading: A/F  S/N\*:   
\*Note: S/N will not count toward the 120 graduation requirements.

## COURSE INFORMATION

Section 1: Program Name / Contact Name / Address / Phone / Email Contact / Webpage

Section 2: Dates of Participation

Section 3: Accreditation of Academic Institution

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Study Abroad Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 4: Planned Classes & Anticipated Transfer to UMC as Which Classes

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 5: Financial Aid Comments

Office of Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

Section 6: Business Office Comments

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Section 7: OTR Transfer Evaluation & Approval

Office of the Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 1: The student must complete this form in consultation with the individuals listed above.**  
**Step 2: The student & the Study Abroad Office, must sign and submit this form to the Academic Department.**  
**Step 3: The Academic Department reviews the proposal for approval, details how the classes may transfer in.**  
**Step 4: The Student then takes the form to Financial Aid, the Business Office, and finally to the Office of the Registrar.**  
**Step 5: Once the form has been approved by each office, the Office of the Registrar will create a course section and register the student. The Office of the Registrar will email a copy of the completed form to all individuals listed and image the document.**  
**NOTE: Registration can only be completed in the Registrar's Office with the proper form fully completed.**