



# Off-Campus Study Request Form

Please complete this form and obtain required signatures. Submit your completed *Off-Campus Study Request Form* to the **Office of Instruction and Graduate Studies (227 Bray Hall)** to obtain the Associate Provost of Instruction's signature.

**SUBMISSION DEADLINE:** November 1 for spring study abroad, April 1 for summer/fall study abroad

Today's Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

## STUDENT INFORMATION

Full Name			
Last Name		First Name	Middle Name
SU ID#	Birth Date (mm/dd/yyyy)		Gender: _____
Email	Cell Phone		Home Phone
Immigration Status	<input type="checkbox"/> US Citizen <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> Other: _____		
Local Address	Street Address		Apt/Unit #
	City	State/Province	Postal Code
	Permanent Address	Street Address	
City	State/Province	Country	Postal Code

## SUNY-ESF PROGRAM OF STUDY INFORMATION

Major	Advisor		GPA
Degree Level During Requested Studying Abroad Experience:	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other: _____	# of Credits Completed for Degree Currently:	Expected Graduation Semester and Year: <input type="checkbox"/> Fall <input type="checkbox"/> Spring   20____

## OFF-CAMPUS PROGRAM INFORMATION

Study Period You Wish to Study Off-Campus:			Program Start Date: (mm/dd/yyyy)
<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Spring 20____	<input type="checkbox"/> Winter 20____	<input type="checkbox"/> Summer 20____
Program End Date: (mm/dd/yyyy)			
Off-Campus Program Type:	<input type="checkbox"/> SUNY-ESF <input type="checkbox"/> SUNY System <input type="checkbox"/> Round River Conservation Studies <input type="checkbox"/> SEA Semester <input type="checkbox"/> School for Field Studies <input type="checkbox"/> Other: _____		
Off-Campus Program Information:	Program Administrator e.g., SUNY Albany, Wildlands Studies	College/University/ Center/ Site You Will Study At e.g., Oxford University, Center for Rainforest Studies	University You Will Receive Transcript From e.g., SUNY Albany, Cal-State Monterey Bay
Off-Campus Program Location	City/ Cities (Off-Campus Locations)		Country (Off-Campus Location)

Please provide any other information relevant to your academic program and off-campus intentions here (e.g., application deadlines):

**OFF-CAMPUS STUDY REQUEST FORM—PAGE 2**

Full Name		Student ID:
	Last Name <span style="margin-left: 150px;">First Name</span>	

**ACADEMIC PLAN**

*To be completed in consultation with your Academic Advisor:*

**List all credit bearing courses you intend to take as part of your off-campus program and obtain signatures on this form.** Indicate the course and/or course classification requirement you anticipate it will fulfill, as well as whether or not the course is degree applicable (will it fill an open requirement on the student’s plan sheet?). Non-SU/SUNY courses proposed to satisfy General Education requirements must be approved by the General Education Subcommittee.

\* Student must meet financial aid requirements including full-time enrollment during a Fall or Spring semester off-campus program (12 credits). Student must consult Office of Financial Aid and Scholarships to determine eligibility for summer; a minimum enrollment of six credits is required.

\* If final course selection abroad differs from pre-approved courses on this form, a new form must be completed and sent to OIE at [ois@esf.edu](mailto:ois@esf.edu) to be filed with the Office of Financial Aid and the Registrar. **Failure to do so can impact financial aid eligibility.**

Off-Campus Course # & Title	If applicable, ESF Equivalent Course # & Title	Type of Course	Course Degree Applicable?	Credit Hours
		<input type="checkbox"/> Required <input type="checkbox"/> Free Elective <input type="checkbox"/> Directed Elective <input type="checkbox"/> General Ed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Required <input type="checkbox"/> Free Elective <input type="checkbox"/> Directed Elective <input type="checkbox"/> General Ed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Required <input type="checkbox"/> Free Elective <input type="checkbox"/> Directed Elective <input type="checkbox"/> General Ed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Required <input type="checkbox"/> Free Elective <input type="checkbox"/> Directed Elective <input type="checkbox"/> General Ed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Required <input type="checkbox"/> Free Elective <input type="checkbox"/> Directed Elective <input type="checkbox"/> General Ed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**To be completed with your Academic Advisor:**

- Student will study off-campus during a non-required term (e.g., summer),  will  will not seek financial aid, and will submit a Petition to request the transfer of credits. Student will submit official transcript to the Registrar’s Office after the program.
- Student will enroll in the ESF 296 course for study off-campus/abroad and retain ESF enrollment status and eligibility for ESF financial aid\*.The student will be automatically registered by the Registrar’s office for this course.
- Student will temporarily withdraw from the College for the duration of the off-campus experience and will not be eligible for SUNY-ESF financial aid. Student will submit a *Change of Educational Plan Form* to Office of Student Life prior to departure and reapply for admission through the Office of Student Life following off-campus program participation.

**Please obtain BOTH signatures:**

**The courses listed above have been approved and are eligible to be transferred to SUNY-ESF for credit after the completion of the off-campus program if the student obtains a minimum grade of a “C” in the course and submits the official transcript to the Registrar’s Office upon return to the U.S.**

**Academic Advisor:** \_\_\_\_\_

Print Name

Signature

Date

**Curriculum Coordinator:** \_\_\_\_\_

Print Name

Signature

Date

Comments:

**OFF-CAMPUS STUDY REQUEST FORM —PAGE 3**

Full Name:		Student ID:
	Last Name <span style="margin-left: 150px;">First Name</span>	

**FINANCIAL WORKSHEET**

<b>Name of Off-Campus Program</b>	
<b>EXPENSES (not all may be applicable. Student may attach budget provided by study abroad program in place of financial worksheet):</b>	
Application Fee	
Passport Fee	
Visa Fee	
International Health Insurance	
International Travel Insurance	
Tuition & Fees	
Orientation Fee	
Transportation To/From Departure Airport	
Round Trip International Air Fare	
Transportation From/To Arrival Airport	
Housing	
Utilities	
Meals	
In-Country Transportation (bus/train pass, taxi)	
Books & Supplies (lab/ studio fees)	
Communication Costs (cell phone, computer lab)	
Program-Related Activities	
Personal Expenses (laundry, stamps)	
Additional Travel Expenses (air/train/bus, hostel/hotel)	
Miscellaneous	

**TOTAL EXPENSES PER SEMESTER/TERM**

**STUDENT ACKNOWLEDGEMENT OF UNDERSTANDING**

I acknowledge that I understand SUNY College of Environmental Science and Forestry's policies regarding studying off-campus including abroad locations as they relate to my specific situation and proposed program of study.

**Student:** \_\_\_\_\_  
Signature Date

**Please submit completed *Off-Campus Study Request Form* to 227 Bray Hall.**

<b>Office of Instruction and Graduate Studies (227 Bray Hall):</b>	Comments:
Off-Campus Study Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
If Applicable, Gen Ed Subcommittee Approval of Courses: <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ Signature of Associate Provost of Instruction & Dean of the Graduate School	
<b>Office of International Education:</b>	Comments:
<input type="checkbox"/> Course Descriptions Attached	
<input type="checkbox"/> Eligibility Requirements Met	<input type="checkbox"/> Eligibility Requirements Not Met
<input type="checkbox"/> 3.0 GPA <input type="checkbox"/> 30+ credits	