



STUDY ABROAD PRE-APPROVAL FORM (SAPAF)

This form is to serve Whitworth University students who seek to enroll in a foreign university study abroad program and facilitate the pre-approval of credit transfer back to Whitworth. Completed forms are due prior to program departure and are to be returned to the Office of International Education (Hendrick Hall) or via email: nmckinney@whitworth.edu

STUDENT INFORMATION *(Student must complete all items)*

STUDENT NAME: _____ WHITWORTH ID#: _____ EMAIL: _____@my.whitworth.edu
MAJOR(S): _____ MINOR(S): _____
FACULTY ADVISOR NAME: _____ STUDY ABROAD TERM: ☐ JAN TERM ☐ FALL ☐ SPRING ☐ SUMMER

FOREIGN UNIVERSITY INFORMATION *(University/Institution you will enroll in abroad)*

INSTITUTION NAME: _____ COUNTRY: _____ PROGRAM PROVIDER: ☐ ISEP ☐ IES
☐ CCCU ☐ OTHER

COURSE INFORMATION *(List information for all courses you plan to register for at the foreign university/program)* *(Attach syllabus or course description when you meet with your Faculty Advisor/Registrar's Office for review)*

COURSE # <i>(if available)</i>	COURSE TITLE	CREDITS <i>(if known)</i>	WHITWORTH COURSE #	WHITWORTH COURSE TITLE	WHITWORTH CREDIT TYPE*
					<input type="checkbox"/> Shared Curr. <input type="checkbox"/> Elective <input type="checkbox"/> Major/Minor
					<input type="checkbox"/> Shared Curr. <input type="checkbox"/> Elective <input type="checkbox"/> Major/Minor
					<input type="checkbox"/> Shared Curr. <input type="checkbox"/> Elective <input type="checkbox"/> Major/Minor
					<input type="checkbox"/> Shared Curr. <input type="checkbox"/> Elective <input type="checkbox"/> Major/Minor
					<input type="checkbox"/> Shared Curr. <input type="checkbox"/> Elective <input type="checkbox"/> Major/Minor
					<input type="checkbox"/> Shared Curr. <input type="checkbox"/> Elective <input type="checkbox"/> Major/Minor

*Shared Curriculum/Elective courses are approved by the Registrar's office. Major/Minor courses are to be reviewed by your Faculty Advisor.

REQUIRED SIGNATURES

STUDENT: _____ DATE: _____
ADVISOR: _____ DATE: _____ ADVISOR #2 *(if applicable)*: _____ DATE: _____
DEPT. CHAIR: _____ DATE: _____ DEPT. CHAIR #2 *(if applicable)*: _____ DATE: _____
REGISTRAR'S OFFICE: _____ DATE: _____

Updated: December 2019



INSTRUCTIONS TO COMPLETE THE STUDY ABROAD PRE-APPROVAL FORM (SAPAF)

Form is to be printed, completed by hand, and submitted either in-person or via email to:

Nicholas McKinney | Associate Dean of International Education

Hendrick Hall #102 – nmckinney@whitworth.edu

1. STUDENT INFORMATION

- a. Fill in all blanks with your personal information.

2. FOREIGN UNIVERSITY INFORMATION

- a. Input the name of the university overseas that you will be attending.
- b. If you are attending a program through ISEP, IES, or CCCU, mark the appropriate box. Otherwise, mark "OTHER". If you are unsure, mark "OTHER".

3. COURSE INFORMATION

- a. On the left-side of the table, list all available course information (course #, title, credit amount) for all courses that you intend to take abroad.
- b. In order to acquire this course information, you may need to consult with your program advisor (IES or ISEP Advisor) and/or your Whitworth study abroad advisor, Nick McKinney (Hendrick Hall). Course info can usually be located via the ISEP/IES websites, or the website of the host university abroad. If you cannot find this information, consult one of the advisors mentioned above.
- c. Take the SAPAF form along with the course descriptions or syllabi of all courses you intend to take abroad, and meet with the appropriate approver:
 - + Shared Curriculum/Elective courses are approved by the Registrar's Office
 - + Major/minor courses are approved by your Faculty Advisor and Department Chair
- d. The approver will review the course descriptions/syllabi and complete the right-half of the table.
- e. For students who are double-majors and are seeking to take a course abroad that will count toward *both* of their majors, you should list the foreign course twice on the form and have the advisor for each major complete the right-side of the table, indicating the corresponding major equivalency/course approval.

4. REQUIRED SIGNATURES

- a. Sign the form yourself; Date it
- b. Obtain the signatures of your Faculty Advisor and his/her department chair
(Double-majors who will take a course that is being approved to count toward both majors should have their Faculty Advisor for each major sign the form)
- c. Obtain a signature from the Registrar's Office (McEachran Hall)
- d. Return the completed form with all signatures to Nicholas McKinney in the Office of International Education (Hendrick Hall #102) or scan and email to: nmckinney@whitworth.edu