



Study at Another Institution Study Away

To be used if a student wants to study away (take limited courses) at a foreign institution or one inside of Kuwait.

TYPE of STUDY AWAY requested

- Foreign Institution** - approximately 1-2 courses (i.e. summer session, special term, or similar; for full semester use Study Abroad form)
- Kuwait Institution** - approximately 1-2 courses (i.e. summer session, special term, or similar)

Students are allowed to study away for short term courses (summer courses, part-time, etc.) if they meet the following criteria:

1. Complete/submit this form to the *Office of the Registrar*, and receive approval prior to registering at another institution.
2. The student must be in good academic standing.
3. The student must have earned at least 30 credit hours towards AUK residency at the time of application.
4. The institution and program must be on the approved list of the Kuwait Ministry of Higher Education (Foreign Institutions).
5. The course is required for the student's degree program and will not be offered at AUK prior to the student's graduation.
6. Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.

Students may not study at another institution during the last year prior to graduation, as they must meet the last 30 credit hour residency requirement for graduation. All students must meet the AUK residency requirement of 60 hours and all other eligibility requirements.

Step 1: STUDENT - Please provide the following information:

Student Name: _____
Last First Middle

Major: _____ Student ID Number

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Are you a Scholarship Student? YES NO

1. Scholarship does not cover the costs of any courses taken in an institution other than AUK.
2. All scholarship students must receive approval from their scholarship provider prior to attending any other university.
3. **Scholarship students need to apply for approval at the Scholarship & Financial Aid office, located near Admissions.**

Period: Fall Spring Summer Year

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College/University you will attend:

Step 2: STUDENT & ACADEMIC ADVISOR - Please provide the following information & submit the *signed form* to the *Office of the Registrar (RO)* for course evaluation:

For AUK Use Only (to be completed by AUK Advisor)	
Cumulative GPA (minimum 2.00)	_____
Credit Hours earned at AUK (minimum 30 hours)	_____ Hrs.
The institution & program are on the Kuwait Ministry of Higher Education approved list (Student to provide printed copy of listing from http://nbaq.edu.kw/en/category/universities-lists/ & attach to form)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Course previously taken at AUK (see table below)*	<input type="checkbox"/> YES <input type="checkbox"/> NO

*Courses previously taken at AUK may not be repeated elsewhere as the AUK grade and credit will not be replaced.

STUDENT - Prior to studying at another institution, list the courses which you plan to take and wish AUK to evaluate for transfer purposes (*use the left hand portion of the table below*). You must provide a catalog course description and course syllabi for each course you wish to receive approval. The Office of the Registrar will process the evaluation of the course(s) for possible transfer to AUK. Courses not previously articulated on Banner will have to be evaluated by the appropriate Department Chair. **Only courses listed & approved below are eligible for transfer to AUK.**

To be completed by the Student			To be completed by Office of the Registrar		To be completed by Dept. Chair (<i>if course requires evaluation</i>)	
Course #	Course Title	Crd. Hrs	AUK Course	Crd. Hrs	AUK Course	Crd. Hrs

Disclaimer

<ul style="list-style-type: none"> ✓ I confirm that this form is completed/submitted to the Office of Registrar, and must be approved <i>prior</i> to registering at another institution ✓ The form has been completed in accordance to the rules defined in the AUK Catalog ✓ Any incorrect information will lead to denial of this request along with the acceptance of my transfer credits to AUK ✓ I must submit after studying abroad, an official transcript indicating the grades earned to the Office of the Registrar, and acknowledge that only coursework at the approved institution with a minimum grade of "C" will receive transfer credit.
<p>_____ / _____ / _____</p> <p>Student's Signature Date</p>

Academic Advisor Name	Signature & Date
Registrar Office Staff Name (<i>to validate above information only</i>)	Signature & Date
Department Chair Name (<i>Only if above course(s) require articulation</i>)	Signature & Date

Step 3: COLLEGE DEAN'S APPROVAL – Once the above sections are validated and approved the respective College Dean will approve the courses and send this form to the *Office of the Registrar* for processing.

Dean, of Student's Major College	Date
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Step 4: GOVERNMENT VERIFICATION – Once the above is validated and approved the *College Dean* will submit the form to the *Scholarship & Financial Aid Office* for review by the scholarship provider.

Scholarship Office Staff Name (<i>to validate above information only</i>)	Signature & Date
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 American University of Kuwait
 ☎ Tel: + (965) 2224 8399 ext. 3164 📠 Fax: + (965) 2571 5891
 Last Modified: December, 2015

RO USE ONLY:	
Processed by: _____	_____
Initials	Date