



Study at Another Institution Study Abroad

To be used if a student wants to participate in a study abroad program (typically 9-15 credit hours; semester or longer).

Students are allowed to study abroad at institutions outside Kuwait 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 have a cumulative GPA of 3.0, have declared a major, and be in good disciplinary 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 (MOHE).
5. Students may not Study Abroad during the last year prior to graduation (30 credit hours). However, hours earned in an AUK exchange program will be exempt from the last 30 credit hour requirement for graduation.
6. Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.

All students must meet the AUK residency requirement of 60 hours and all other eligibility requirements.

Step 1: STUDENT - Please plan well in advance (see website timeframe), & 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.**

Study Abroad Period: Fall Spring Summer Year

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College/University: _____ Is this an AUK Exchange Program? YES NO

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 3.00)	_____
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 (if course requires evaluation)	
Course #	Course Title	Crd. Hrs	AUK Course	Crd. Hrs	AUK Course	Crd. Hrs

Disclaimer

- ✓ I confirm that this form is completed/submitted to the Office of Registrar, and must be approved *prior* 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.

_____ / _____ / _____
 Student’s Signature Date

_____ Academic Advisor Name

_____ Signature & Date

_____ Registrar Office Staff Name (to validate above information only)

_____ Signature & Date

_____ Department Chair Name (Only if above course(s) require evaluation)

_____ 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

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 (to validate above information only)

_____ Signature & Date

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 American University of Kuwait
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 Last Modified: December, 2015

RO USE ONLY:	
Processed by: _____	_____
Initials	Date