

**WESTERN OREGON  
UNIVERSITY**

**Study Abroad & International Exchanges  
Student By Arrangement Request**

**Use this form to earn credit through WOU for the following: eligible WOU sponsored non-credit international programs or international programs not sponsored by or affiliated with WOU. Examples include research, service learning, special projects, internships, study abroad, etc.**

*\*Please Note Instructions and Crucial Information on Reverse\**

**1. STUDENT DATA:**

Name: \_\_\_\_\_  
(Please print) \_\_\_\_\_  
Last First M.I.

Signature: \_\_\_\_\_ SID: \_\_\_\_\_  
Student Identification Number

~For Office Use Only~  
CRN:  
Date Ent'd:  
Banner PT 5  
Tuition  
Detail code

**2. COURSE DATA:**

International location (city and country) \_\_\_\_\_

Dates of project/program \_\_\_\_\_

Term/Year	Prefix/Course#	Course title	Credits
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Note: Initially, we will register you for INTL credits, which will convert to the above course upon successful completion of the project. Your WOU transcript will show the international location as well as the WOU course prefix/number/title and credits. If you will earn credit for more than one course, attach additional sheet with approved WOU course equivalency.

Grading Method: \_\_\_\_\_ A-F \_\_\_\_\_ P/NC Course Level: \_\_\_\_\_ UG \_\_\_\_\_ Graduate

Attach detailed information describing the research, project, internship, service learning, study abroad program, etc., including information about the program or project sponsor.

**3. APPROVAL SIGNATURES: (All Approvals Are Required)**

**DATE:**

**INSTRUCTOR:** \_\_\_\_\_

**ADVISOR:** \_\_\_\_\_

**DIVISON CHAIR:** \_\_\_\_\_

**DIRECTOR, STUDY ABROAD & INTERNATIONAL EXCHANGES**

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## **INSTRUCTIONS**

This form is intended to facilitate enrollment in international research, projects, internships, service learning, study abroad programs, etc. which are offered by WOU as non-credit or which are not sponsored by or affiliated with Western Oregon University but for which a WOU student wishes to earn WOU academic credit and receive supervision from a WOU faculty member when appropriate. These courses are not listed in the schedule of classes and usually are a one-to-one effort between student and instructor. The faculty member supervising the student will identify the WOU course (s) for which the student will earn credit.

### **CRUCIAL INFORMATION FOR INSTRUCTORS**

#### **PREFIX/COURSE NUMBERS:**

Please check the current catalog for specific listings in your discipline. Verify that the credit prefix, number, and credits are listed in the current catalog.

#### **SIGNATURES**

The instructor and student need to complete the form together to ensure a clear understanding and complete agreement about the course content and requirements.

#### **TITLE**

Limit the title to 14 characters.

#### **DESCRIPTION OF INTERNATIONAL RESEARCH, PROJECT, INTERNSHIP, SERVICE LEARNING, STUDY ABROAD, ETC.**

This form is the only source of information regarding the nature of the work done by the student. Please attach detailed information describing project, including information about the research or project sponsor and what requirements the student will be required to fulfill.

### **IMPORTANT INFORMATION FOR STUDENTS**

The Study Abroad and International Exchanges Office, located in APS 501, will assist you with the steps below and will coordinate with other WOU offices as appropriate.

- Complete this form and obtain approval signatures.
- Make an appointment to see the Director of Study Abroad and International Exchanges.
- Apply for the required Oregon University System insurance for students studying abroad.
- Purchase an International Student Identification Card.
- Participate in a WOU sponsored pre-departure orientation.
- Complete the WOU packet of secondary paperwork, which you will receive prior to orientation.
- Provide the Study Abroad and International Exchanges Office with a copy of your passport, your International Student ID Card, and your flight itinerary.
- Pay your tuition and fees. You'll be assessed tuition plus a \$175 service fee, which is in lieu of regular on-campus fees.
- Register with the appropriate U.S. consulate located in the country where you will complete your program or project.