

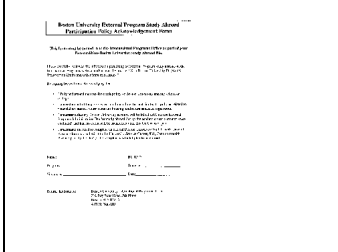



The Following is an outline for the selection and approval of an **EXTERNAL (Non-BU) Study Abroad Program**. Use this page as a guide, marking off the steps as they are completed. The exact order may vary, and you may wish to consult advisors on more than one occasion.

In addition, you should carefully review all of the content on the External Programs website including the 'Frequently Asked Questions page.'

! Please remember to keep copies of all documents that you submit to the International Programs office. We will not make copies for you.

The following forms are required for study abroad on an External Program. See the "Credits" tab on the External Programs website (above) for the downloadable PDF's.

<p><i>YOUR STUDENT-ISSUED TRANSCRIPT FROM THE REGISTRAR'S OFFICE (881 Commonwealth Ave.)</i></p>	<p><i>COURSE APPROVAL FORM SIGNED BY YOUR ADVISOR AND EACH DEPARTMENT (respectively to each course)</i></p>
	
<p><i>PARTICIPATION POLICY ACKNOWLEDGEMENT FORM</i></p>	<p><i>EXTERNAL PROGRAM ADDRESS FORM</i></p>
	

External Programs Overview & Checklist

**Assistant Director of External Programs
Boston University International Programs
888 Commonwealth Ave.
Boston, Massachusetts 02215**

- Investigate and select a program that meets your needs
 - **WEB:** See the "Programs" tab for guidance and criteria
- With your advisor, discuss your plan and how it affects your BU College requirements
 - **WEB:** See the "Consult with an Academic Advisor" section under the "Credits" tab
- Discuss your plan with David Lamitie, Assistant Director for External Programs, during open office hours (Wed. 10-12, Thurs. 1-4) or by appointment
- **! Some programs require the signature or approval of a BU Administrator**
 - **! If so, submit the form needing a signature along with the copy of your BU transcript (see left)**
 - **WEB:** See "Applying for Study Abroad" section under the 'Programs' tab
- Apply to the Program
- Seek course approvals and submit the **BUIP Course Approval Form** (left) to our office
- Complete and submit the **Participation Policy Acknowledgement Form** (left)
- Complete and submit the **Address Form** (left)
- Submit a copy of your **acceptance letter or email**
- If applicable, meet with a counselor in the Office of Financial Aid.
 - **WEB:** see the "Before You Go" tab
- Make arrangements for **return semester registration**.
 - **WEB:** Under the "Credits" tab, see section on "Consultation with Academic Advisor"
- Make **return semester housing** arrangements
WEB: see the "Before You Go" tab
- Take a "**Leave of Absence**" at the University Service Center. **WEB:** see the "Before You Go" tab
- Make arrangements to have a **transcript** from your External Study Abroad Program sent to the mailing address listed at the top of this page.