

For participation in a summer program other than those taught by Muhlenberg College faculty

APPLICANT INFORMATION

Last Name		First Name		Berg ID
Graduation Year	Gender	Campus Box #	E-mail Address	@muhlenberg.edu

INSTITUTION INFORMATION

Institution to which you are applying		Country
Title of Program		
Institute Address:		
Contact person:	Phone number	Website:
Proposed Courses:		
START DATE of summer program		END DATE of summer program
month	day	year
month	day	year

MAJOR(S)/MINOR

Major 1:	Major 2	Minor
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ACADEMIC ADVISOR APPROVAL(S)

Major 1	Major 2 OR Minor
Advisor's Name: _____	Advisor's Name: _____
Signature _____ Date _____	Signature _____ Date _____

I hereby certify that the information given above is correct and complete, and agree that if admitted to an institution for off-campus study, will abide by the rules and regulations of the host institution as well as the rules and regulations of Muhlenberg College.

Student Signature: _____	Date: _____
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Study Abroad Approval _____	Date: _____
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Comments

Must be returned to the Office of Global Education

OVER →

MUHLENBERG COLLEGE

Off-Campus Summer Study Application

PLEASE CIRCLE		
Are you a first generation college student?	YES	NO
Do you receive a Pell Grant?	YES	NO
Has anyone in your family ever studied abroad?	YES	NO
Are you a Dana Scholar?	YES	NO
Are you a Muhlenberg Scholar?	YES	NO
Are you an RJ Fellow?	YES	NO

CHECK ALL THAT APPLY	
Ethnicity	<input type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Black or African-American <input type="checkbox"/> Asian/Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Multiracial
What language(s) have you taken at Muhlenberg?	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Hebrew <input type="checkbox"/> Italian <input type="checkbox"/> Russian <input type="checkbox"/> Spanish
What is the highest level of language?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Con & Comp <input type="checkbox"/> Literature or Civ

STUDENT'S NAME	CELL PHONE	CLASS YEAR
BERG ID	EMAIL	BOX NO.
MAJOR 1	MAJOR 2 OR MINOR	
SESSION:	SUMMER Abroad	SUMMER Year Abroad:

AUTHORIZATION TO ATTEND «Program»	«Country»
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THE ABOVE NAMED STUDENT IS A DEGREE CANDIDATE AT MUHLENBERG COLLEGE AND IS IN GOOD ACADEMIC STANDING.

	DEPT. COURSE NUMBER	CATALOG COURSE TITLE	ON LIST		CR HRS	DEPT HEAD	ASSOCIATE DEAN APPROVALS			MUHL EQUIV		
			YES	NO			MAJOR OR MINOR	GEN ACAD REQ	REQ. CODE	ELECTIVE CREDIT	COURSE NO	UNITS

NOTES/RESTRICTIONS:

Departure date:		Return date:	
START Program date:		END Program date:	

	Date
MAJOR 1 ADVISOR	
	Date
MAJOR 2 OR MINOR ADVISOR	
	Date

PREDEPARTURE:		
RE-ENTRY:		DATE
TRANSFER DATE		Date

* NOTE: DESCRIPTIONS OF THE ABOVE COURSES MUST BE PRESENTED TO THE APPROPRIATE DEPT. HEAD AND MAJOR ADVISOR(S). ONLY COURSES TAKEN WITH PRIOR APPROVAL ARE GUARANTEED TRANSFER TO MUHLENBERG COLLEGE.
 * ONLY COURSES WITH A GRADE OF "C" OR BETTER ARE ELIGIBLE FOR TRANSFER, GRADES ARE NOT AVERAGED INTO THE CUMULATIVE GPA. GRADES WILL BE CALCULATED FOR THE PURPOSE OF DETERMINING COLLEGE HONORS (CUM LAUDE ETC.) GRADES OF "P" ARE NOT ACCEPTABLE. SEE THE COLLEGE CATALOG OR CONTACT THE OFFICE OF THE REGISTRAR FOR MORE DETAILED INFORMATION.

IN ORDER TO TRANSFER CREDITS, AN OFFICIAL TRANSCRIPT MUST BE SENT TO THE OFFICE OF GLOBAL EDUCATION

Transfer Course Authorization Instructions

1. What to do first

Consult the online or hard copy course catalog for the program/institution you are attending. Print or Xerox the course description from the online or hard copy catalog source.

2. List the course(s) you will be taking at the host institution:

In the box labeled Notes/Restrictions, indicate how many host institution credits or units

3. Courses for your majors and minors must be approved by Department Chairs:

If you want a course to count towards your major or minor, the department chair will need to see the information you printed

4. Elective and GAR courses:

The Dean of Global Education approves all other courses, either electives towards graduation, or courses for a general academic requirement

5. When your summer application is complete:

Call the Study Abroad Office (484-664-3139) to schedule a 10 minute appointment with Dr. Kish-Goodling for pre-approval of your course(s).

6. When the academic year starts following your summer abroad program:

Call 484-664-3139 to make a 10 minute appointment with Dr. Kish-Goodling at the Multicultural Center at 2252 Chew Street. At that meeting, Dr. Kish-Goodling will review all your documentation and she will take your official host institution transcript to the Registrar's Office to be listed on your Muhlenberg transcript.