



PARTICIPATION APPROVAL FORM

PART I: PROGRAM AND APPLICANT INFORMATION

To be completed by the applicant.

FIRST NAME

LAST NAME

PROGRAM CHOICE

Please list your top SFS program choices in order of preference.

FIRST CHOICE

SESSION

YEAR

SECOND CHOICE

SESSION

YEAR

PART II: APPROVAL

To be completed by the study abroad office or appropriate authority on campus.

Has this student ever been on academic probation or subject to disciplinary action?

Yes No

If Yes, please provide additional information below or contact SFS Admissions at admissions@fieldstudies.org or 1.800.989.4418.

Has this student obtained the necessary approval from your institution to study abroad?

Yes Approval not required If No, please explain below:

Will credits earned by this student in an SFS program be accepted for their degree program at your institution?

- Yes, transfer credit is guaranteed.
 Yes, but final approval cannot be granted until after the student completes the program.
 Yes, but subject to the following conditions:

No, for the following reasons:

If you have any additional comments pertaining to this student's application, please contact the SFS Admissions Office at 800.989.4418 or email admissions@fieldstudies.org.

Please return completed forms to:

The School for Field Studies, 100 Cummings Center, Suite 534-G, Beverly, MA 01915 USA

Fax: 978.922.3835 **Email:** admissions@fieldstudies.org

Questions: 800.989.4418

PART III: INSTITUTION CONTACT INFORMATION:

To be completed by the study abroad office or appropriate authority on campus

EMERGENCY CONTACT AT SCHOOL

Please indicate the appropriate Study Abroad Office contact in case of an emergency during the program.

NAME

TITLE

EMAIL (REQUIRED)

PHONE (REQUIRED)

CHECK IF THIS PHONE NUMBER IS MONITORED 24/7

STUDENT PARTICIPATION APPROVED BY:

NAME

TITLE

OFFICE

INSTITUTION

STREET ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE

DATE

NOTIFICATION OF STUDENT ACCEPTANCE:

SFS will send a copy of the official acceptance letter to the home institution if this student is accepted into our program. Please indicate the name and email address to which we should direct this notification.

FIRST NAME

LAST NAME

EMAIL

If you do not wish to receive notification of this student's acceptance to the program, please check the box below:

Please do not send us email notification of this student's acceptance.

PLEASE CONTINUE TO PAGE 3.

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Fax: 978.922.3835 **Email:** admissions@fieldstudies.org

Questions: 800.989.4418



The School for Field Studies

TRANSCRIPT REQUEST FORM

SFS TRANSCRIPT REQUEST. To be completed by the student with the assistance of the study abroad office or appropriate authority on campus. This form provides the information necessary for SFS to send an official transcript upon your completion of an SFS program and is required as part of a complete SFS program application. Please notify The School for Field Studies if the address to which you want the transcript sent changes after your departure for your program.

FIRST NAME MIDDLE NAME LAST NAME

FORMER NAME

DATE OF BIRTH (MM/DD/YYYY)

SFS PROGRAM SFS TERM/YEAR

SEND TRANSCRIPT TO:

NAME OF OFFICE INSTITUTION

OFFICE NUMBER AND BUILDING

STREET ADDRESS CITY STATE ZIP CODE

I understand that my grades will be recorded on a University of Minnesota transcript unless my home institution is a direct credit SFS Affiliate institution. I hereby request that an official copy of my transcript or grade report be forwarded to the above individual or institution, or to an alternate address provided by my home institution if appropriate, for recording on my home institution transcript, scholarship and financial aid requirements, or academic advising and graduation clearance. I understand that I may be responsible for the cost of additional copies if I do not provide an accurate address.

STUDENT SIGNATURE (REQUIRED) DATE

PLEASE NOTE:

- Transcripts are not sent if you have any financial obligations to The School for Field Studies
- The University of Minnesota will send one official transcript for students enrolled in SFS programs within 4-6 weeks of receiving SFS grades. Students who receive a University of Minnesota transcript must order any additional transcripts needed for all other purposes directly through the UMN One Stop Student Services Office (www.onestop.umn.edu).
- SFS will send official SFS transcripts to students who will receive direct credit 2-4 weeks after the conclusion of your program.

PLEASE RETURN THIS FORM TO:

The School for Field Studies Admissions
100 Cummings Center, Suite 534-G, Beverly MA 01915
Fax: 978.922.3835 Email: admissions@fieldstudies.org

INTERNAL OFFICE USE ONLY	
STUDENT ID NUMBER	_____
DATE TRF SENT TO OTR	_____