OFFICE OF INTERNATIONAL PROGRAMS

STUDY ABROAD APPLICATION

Info: http://www.aub.edu.lb/oip/abroad

Step by Step Guide:

Step 1—Research available exchange & study abroad options
- Read all info available at OIP study abroad website (URL above)
- If you have questions meet with an OIP advisor or attend an Info Meeting
- Use other websites for supplemental information
- Talk directly with former study abroad participants
- Decide on the one study abroad program that works best for you
  (Usually that means the one with the best course matches for you)

Step 2 - Discuss your plans with your Academic Advisor:
- Map out your next two or three semesters’ requirements
- Identify required and elective courses that you could take while abroad
- Identify required AUB courses that you can only take after you return
- Find possible course matches at your preferred study abroad location
- If you can’t find course matches, identify a second choice destination or a summer
  program that will work for you, instead
- Get a signed Learning Agreement

Step 3 – Fill out AUB Study Abroad Application
- Fill out bio-data page & attach signed Learning Agreement form
- Complete a Course Approval Form for each course you might take abroad
- Get each Course Approval signed by the right chairperson &/or committees
- Make a copy of all completed forms for your own records! Keep it safe.
- Deliver the completed AUB application with all course approval forms to OIP
- OIP will ensure that you get registered as an AUB study abroad participant

Step 4 – Then don’t forget to:
- Apply to “Study Abroad University” according to their deadlines & procedures
- Get Accepted!
- Go Abroad! (Enjoy)

Step 5 - When you get back:
- Obtain official transcript from “Study Abroad University”
- Pick up your Study Abroad Application from OIP
- Deliver both documents to the Registrar for completion of credit transfer

OFFICE OF INTERNATIONAL PROGRAMS USE ONLY

First Name: ___________________  Last name: ___________________

Year: 20___  Study Abroad Semester:

Study Abroad University or Program Name & Country:

______________________________________________________________
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STUDENT INFORMATION

Please type or write legibly.

Full Legal Name: __________________________________________________________

__________________________________________________________________________

Last  First  Father /Middle Name

AUB I.D Number: ___________________  AUB E-mail: ____________________________

Date of Birth (DD/MM/YY): ___________________  Gender: Male ☐  Female ☐

Nationality/ Citizenship (If multiple, please list all): ____________________________

Will you be traveling on a Lebanese Passport?  Yes ☐  No ☐  If not, specify passport country: ____________________________

Passport expiration date: ____________________________

Student classification at beginning of proposed Study Abroad Program:

Sophomore ☐  Junior ☐  Senior ☐  Graduate ☐  Other: ____________________________

Notice: Unless you are applying for a summer study abroad program, you must have completed 24 credits at AUB at the Undergraduate level or 6 credits at AUB at the Graduate level prior to submitting an application to study abroad.

Major ___________________________________________  Minor ____________________________

Name of Academic Advisor(s) ____________________________________________

Total credits completed so far at AUB ___________________  Cumulative AUB grade average ___________________

Number of credits in progress this semester ____________________________

Total credits needed for your graduation after your return ____________________________

******************************************************************************

Student’s Home Address

Street, Building Name, Apt # : ________________________________________________

City: ____________________________________  Country: ____________________________

Phone: ____________________  Cell Phone: ________________________________

Alternative E-mail: ____________________  Campus P.O. Box: __________________

Emergency Contact #1:

Name and relation to applicant: ____________________________________________

Address (if different than home address): ____________________________________

City: ____________________________________  Country: ____________________________

Phone: ____________________  E-mail: ________________________________

Emergency Contact #2:

Name and relation to applicant: ____________________________________________

Address (if different than home address): ____________________________________

City: ____________________________________  Country: ____________________________

Phone: ____________________  E-mail: ________________________________


A) Instructions for the Learning Agreement form

1. Schedule a meeting with your academic advisor
2. Discuss the AUB required and elective courses you still need to take to graduate & then, with your advisor’s help, on a separate sheet of paper, make two lists:
   a. Courses that you MUST take in a specific semester &
   b. Courses that you need to take but that are not semester-specific
3. Either on your own time or with your advisor, review the on-line course catalog for the university or study abroad program you intend to attend, and
4. Find (approximate) matches for some of the courses you need to take to graduate & list them on the learning agreement form. We recommend that you try to find two or three more courses than you think you will need to enroll in, just as a precaution. List course names, codes, and credits in the same way they are listed at the study abroad university. If course titles are in a language other than English, for example, please do not translate them.
5. If you are planning to study abroad for a year, you should fill out a separate Learning Agreement for each semester, unless the university offers ONLY year-long courses.
6. Ask your advisor to sign the completed Learning Agreement(s), verifying that you have received academic advising about your study abroad aspirations.

NOTE: Your advisor is not being asked to approve course matches for credit; just to verify that you have had an advising discussion. Also, he or she can help you try to decide, for example, if a course that has “culture” in the title is more likely to be considered an anthropology/sociology course (social sciences) or a critical theory course (humanities).

B. Instructions for the Course Approval form

1. You must fill out ONE course approval form for EACH course which you are considering at the study abroad university (print as many copies as you need).
2. A course may be approved EITHER as an approximate equivalent of a specific AUB course (option A) or for credit transfer as an elective course (option B).
3. Only the chairperson of the department that teaches an AUB course comparable to the study abroad course is authorized to approve either equivalency or credit transfer. Usually a syllabus is required to make this determination. (If you are unsure which department should approve a course, check with your advisor.)
4. List number of credits per course in the University credit system of the study abroad university (e.g. US System, ECTS system, etc). If you do not know what credit system your study abroad program/university uses, check with the AUB Study Abroad Advisor (Ms. Basma Zeidan, West Hall 320.)

Planning to study abroad for two semesters?
If you are planning to study abroad for more than a semester, it is sometimes not possible to get accurate course information for the second semester before you leave. We recommend that you fill out a second semester learning agreement based on the best available information, at the same time as you complete the first one, and ask your advisor to sign it. You may then electronically revise the second semester learning agreement & get needed course approvals during your first semester in residence at the study abroad destination.
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LEARNING AGREEMENT FORM
To be completed by the student and the AUB academic advisor

I PLAN TO STUDY ABROAD IN

ACADEMIC YEAR: 20…/20…
MY AUB FACULTY & MAJOR: ________________________________

Name: …………………………………………………………………

AUB E-mail address: …………………………………………………

Home Institution: American University of Beirut (AUB) Country: Lebanon

DETAILS OF THE PROPOSED STUDY PROGRAM ABROAD

Overseas institution or program name: ………………………………………

Country: ………………………

<table>
<thead>
<tr>
<th>Course unit number (if any) &amp; Department Code or Abbreviation (Example: PSPA 205)</th>
<th>Course title (as indicated in the course catalog of the overseas university or study abroad program)</th>
<th>Credits (as listed by the overseas Univ.)</th>
<th>Advisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
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<td>9)</td>
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</tbody>
</table>

Student’s signature ………………………… Date: ………………………

AUB ACADEMIC ADVISOR

I verify that I have discussed the above plan of study abroad with the student indicated.

Advisor’s signature ……………………………………………………… Date(dd/mm/yy) ………………………
Printed Name and Dept ……………………………………………………………………………………………

OVERSEAS (RECEIVING) INSTITUTION (Erasmus Scholarships Only)

We confirm that the learning agreement is accepted.

Departmental coordinator’s signature Institutional coordinator’s signature
……………………………………… …………………………………
Date: ……………………………… Date: ………………………………
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## COURSE APPROVAL FORM

Student completes top box & obtains signatures for either option A or option B

Complete a form for each course you plan to take abroad!

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O.Box:</td>
<td>Class:</td>
</tr>
<tr>
<td></td>
<td>Major:</td>
</tr>
</tbody>
</table>

**E-mail:** @aub.edu.lb

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### Course Title

- **Dept & Code:**
- **University Name:**
- **Number of Credits:** Credit System

This section should be completed by the student requesting course equivalence or credit transfer. Please also attach a syllabus or detailed course description of the study abroad course before submitting it to the appropriate AUB department chair.

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### Option A: Course Equivalence Request

The proposed course above is an acceptable equivalent to the following AUB course:

<table>
<thead>
<tr>
<th>AUB Course Title</th>
<th>Chairperson (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department &amp; Code</td>
<td>Date</td>
</tr>
</tbody>
</table>

This section should be completed by the chairperson of the academic unit/track/department offering the course at AUB which appears to be equivalent to the course you plan to take abroad.

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### Option B: Credit Transfer Request

The proposed course above is approved for credit transfer in the category & amount defined below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Proposed course code (FR)</th>
<th>Proposed course code (SO &amp; above)</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Elective (F)</td>
<td>FR: ELEC 111F</td>
<td>SO: ELEC 211F</td>
<td></td>
</tr>
<tr>
<td>Elective in the major (M)</td>
<td>FR: NA</td>
<td>SO: ELEC 211M</td>
<td></td>
</tr>
<tr>
<td>Math (X)</td>
<td>FR: ELEC 111X</td>
<td>SO: NA</td>
<td></td>
</tr>
</tbody>
</table>

**Credit Transfer**

**Only undergraduates may request general education credits for study abroad.**

- Humanities (H) | FR: ELEC 111H | SO: *ELEC 211H |
- Natural Sciences (N) | FR: ELEC 111N | SO: *ELEC 211N |
- Quantitative Thought (Q) | FR: NA | SO: *ELEC 211Q |
- Social Sciences (S) | FR: ELEC 111S | SO: *ELEC 211S |

*Needs the electronic approval of the general education committee (email to be attached); then the faculty committee. The process will take 2 weeks and all necessary follow-up will be done by the student services section of the appropriate Faculty.*

<table>
<thead>
<tr>
<th>Department</th>
<th>Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Signature</td>
</tr>
</tbody>
</table>

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### Approval of the Curriculum Committee or Academic Affairs Committee

<table>
<thead>
<tr>
<th>Signature</th>
<th>Rejected</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This section should be completed by the Chair of the appropriate committee of the faculty in which the student is enrolled.

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### Registrar’s Office

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>To be completed by Registrar’s Office</th>
</tr>
</thead>
</table>

This section should be completed by Registrar’s Office.