

American University of Beirut

Study Abroad for Undergraduate AUB Students

AUB undergraduate students may choose to study abroad in their Junior year or equivalent class in professional schools¹, in an approved program of study, without losing their status at AUB. They may apply for an established program at a university that has an exchange agreement with AUB, or they may initiate their own proposal for study abroad at a university of their choice that is recognized by AUB. In both cases, an application (see below) and approval of the faculty are required.

I. Eligibility and Academic Conditions

1. Students in good standing who have completed 24 credits at the sophomore level at AUB may apply for study abroad. Some programs abroad may require a high GPA, and a minimum level of language skill.
2. Students may not study abroad in their final semester at AUB. They may spend up to one year in another university, and may earn up to 30 credits in a study abroad program during **regular semesters or summer term**, without losing their status as AUB students. The student must meet the AUB residence requirements as stipulated in AUB Catalogue.
3. Students will receive credit for all course work completed abroad as long as the relevant academic departments at AUB have **pre-approved** the courses (see application procedures below). Credits received on Study Abroad Programs are considered to be transfer credits, and will show as pass/fail on the transcript.

¹ Table on equivalent class across faculties.

Faculty	Class
FAS	Junior
OSB	Junior
FEA	E2,E3
FAFS (AGRI, LDEM)	A2, A3, L2,L3
FAFS (FSMT, NTDI)	F2, T2
FHS	P2
NU	N3

II. Fees and Financial Aid

1. Students studying abroad as exchange students at universities with which AUB has contractual agreements, shall pay tuition fees in compliance with terms of agreement governing the exchange. When fees are paid at AUB and if students qualify for financial aid, they will continue to receive financial aid as if they were in residence on AUB's campus.
2. Students studying abroad at universities, with which AUB does not have a reciprocal agreement, will pay the host universities' fees at the host institutions. However, they must pay the AUB internet and insurance fees as applicable and register the program that the student will take abroad on AUB SIS as EXPR course.

III. Application Procedure: to the Student

A student is selected for Study Abroad on the basis of merit, and with consideration for his or her representation of AUB. You must complete the AUB application as indicated below, and if selected to study abroad, must complete the host university's application as well. You are responsible for the completion of both sets of application forms.

To apply for Study Abroad from AUB:

1. Discuss your Study Abroad possibilities with the International Student Services (ISS) Coordinator, and pick up the AUB application form from the ISS Coordinator.
2. Meet with your major advisor to discuss the choice of program and the courses in which you wish to enroll abroad, in order to ensure that all courses will receive full credit upon your return. **Note that:**
 - a. Courses in your major that are not offered at AUB, but that can be accepted as electives in the major, need the approval of your department and the Academic and Curriculum Committee of your Faculty/School.
 - b. Courses outside your major that are not offered at AUB, but satisfy the AUB General Education (GE) Requirements in English Communications, Natural Sciences, Quantitative Thought, Humanities, or Social Sciences will need the approval of the department and department chair of the closest major to the topics covered in the course and the Academic and Curriculum Committee of your Faculty/School.
3. Complete the AUB Study Abroad Application and obtain approval to study abroad from your major advisor, your department/track chair/convener, and the dean of your Faculty/School.
4. Submit to the International Student Services Coordinator
 - The completed application form.
 - A copy of your academic transcript.

- The signed coursework form for each course to be taken abroad.
 - A copy of the catalogue description for each course you plan to take abroad.
5. When the application is part of a contractual agreement between and AUB and the university selected by the student and the number of received applications per Faculty/School is higher than permitted by student exchange agreement, then all completed applications shall be reviewed by an ad hoc committee as determined by the nature of the exchange program and decisions will be communicated to the ISS Coordinator.
 6. Apply to your desired “Study Abroad” University within its announced deadlines, and meet all of its requirements.
 7. **Send your completed AUB application to the ISS Coordinator by the following deadlines:**
 - 1- Fall Semester: **January 30.**
 - 2- Spring Semester: **November 1.**
 - 3- Summer Term: **April 1.**
 8. Your completed and approved application file will be sent to the university of your choice by the ISS Coordinator.
 9. Students who decide **to change** one or more of their pre-approved courses once they are at the host university for some valid reason must contact their department chair by email and petition for approval of the replacement or added course(s) (see item 2 for needed approval level) within two weeks of the beginning of the semester at the host institution. Otherwise the student may risk not being granted the course transfer upon return to AUB.

IV. Registration Process at AUB for Accepted Students on Study Abroad

1. If your study abroad application is approved to a university that does not have a signed agreement with AUB, you must follow these procedures so as to **maintain your status as an active student at AUB**:
 - Register the program that you will take abroad on Banner, as EXPR000 (a zero-credit holding number)
 - Pay the miscellaneous fees that will appear on the statement of fees.

You will then be able to maintain internet access at AUB and access to online library resources. You will also be able to have early advising and perform early online registration for the semester following your study abroad program. You will have the same privileges of continuing students on campus.

2. **If your study abroad application is approved to a university that has an active agreement for student exchange with AUB, you must register as an AUB student for the time that you are abroad in the following way:**
 - a. Register the approved number of credits for AUB (for courses approved for your study abroad program), by enrolling in the course that carry the same number of credits as your pre-approved credits
 - Example 1: If the number of approved credits for study abroad is 3, then register in EXPR 003 Special Topic (3 cr.)
 - Example 2: If the number of approved credits is 12 for study abroad, then register in EXPR 012 Special Topic (12 cr.)
 - b. Your statement of fees will be released early at AUB and you must pay your fees early, according to dates announced by the Comptroller and Registrar. AUB will settle all fees with the university to which you have been accepted for your Study Abroad program.

V. Credit Transfer for Students upon return from Study Abroad:

Submit all syllabi of pre-approved courses you have completed abroad, along with the 'Study Abroad' transcript from your host university, to your Faculty Academic and/or Curriculum Committee or Faculty Student Academic Committee, for final approval of credits earned. Approval of credit transfer is contingent upon achieving a minimum passing grade equivalent to AUB grade in each of the courses as accepted by your Faculty. Send copies of your transcript to the ISS Coordinator and the Registrar's Office. Credits received on Study Abroad Programs are considered to be transfer credits, and will show as pass/fail on the AUB transcript.