



COURSE REQUEST FORM FOR VISITING INTERNATIONAL STUDENTS

PART ONE: STUDENT INFORMATION

NAME OF STUDENT: _____ EMAIL: _____

NAME OF HOME INSTITUTION: _____

ACADEMIC PROGRAM AT HOME INSTITUTION: _____

INTENDED SEMESTER AT FDU: _____ INTENDED FDU CAMPUS: _____

PROGRAM (FOR SPONSORED STUDENTS): _____

PART TWO: REQUEST PERMISSION TO TAKE FDU COURSES AS INDICATED

*	Catalog Number	Course Title	# Credits	Order of Preference

STUDENT SIGNATURE: _____ DATE: _____

Course Selection Guidelines:

- U.S. Student Visa requires a minimum of twelve (12) credits for full-time status
- Students are limited to a maximum of eighteen (18) credits per semester (usually six courses, if three credits each)
- Students should carefully review prerequisites before requesting a course and should have alternatives identified if the course selected is not available to them.
- Students are not allowed to add or drop courses without the approval of the appropriate academic advisor.

PART THREE: APPROVAL OF HOME INSTITUTION

NAME OF ADVISOR: _____ EMAIL: _____

ADVISOR'S SIGNATURE: _____ DATE: _____

PART FOUR: FDU APPROVAL

INTL OFFICE REPRESENTATIVE: _____ DATE RECEIVED: _____

INTL OFFICE APPROVAL: _____

ACADEMIC ADVISOR: _____ APPROVAL: _____

DATE REGISTERED: _____

INSTRUCTIONS

Please complete two to three months prior to the start of the intended semester at FDU. Attach a copy of your academic transcript and email to the Brian Swanzey, Director of Study Abroad, at brian_swanzey@fdu.edu.

PARTS ONE AND TWO: To be completed by visiting student and forward to international office of home institution. Please note that the course request section allows for extra courses to be listed, if the desired courses are not available. Students should indicate order of preference for their courses.

PART THREE: To be completed by international office at home institution and forwarded to international office at FDU.

PART FOUR: To be completed by international office and academic department at FDU. FDU academic advisor will mark the approved courses with an asterisk (*) for registration. Copy to be sent to international office at partner institution when registration is complete.