



home school nomination

Please print your responses in dark ink.

for the applicant to complete

To receive credit from your home institution, your study abroad advisor must agree to accept either the CIEE Academic Record or a transcript from Spelman College, the CIEE School of Record, as documentation of your academic work abroad and as the basis for awarding credit. **Non-Credit Applicants:** Please complete the section for Non-Credit Applicants on page 10.

Applicant's Name First Middle Last

Indicate term(s), year, and program for which you are applying (Note: for "term," please indicate the U.S. semester you wish to study abroad).

First Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2009 2010

First Program Choice _____ Second Program Choice _____

Second Term Fall Spring Summer-session(s) if applicable _____ Winter

Term starting in 2009 2010

First Program Choice _____ Second Program Choice _____

for the home school study abroad advisor to complete

The following section should be completed by a person responsible for the credit transfer policy at your home institution (for example, a study abroad advisor, academic dean, registrar, or chairperson of your major department). You are being asked to review the application, indicate whether you recommend the individual for participation on a CIEE Study Center program, and determine how the applicant will receive credit. Read the credit nomination descriptions before checking box A or B below, and providing your signature.

Acceptance Nomination

The applicant meets all eligibility requirements for all programs listed above. Yes No (please attach a supplementary statement of support)

Credit Nominations—Please choose one of the following options

Credit Based on the CIEE Academic Record: If your institution will provide credit based on the CIEE Academic Record, select Option A below. The CIEE Academic Record, which is issued by CIEE, includes the participant's name, date of birth, period of attendance, name of the host institution, names of courses completed, the language of instruction, hours of instruction, suggested U.S. grade equivalency, and U.S. recommended credit. Where applicable, a transcript or grade report from the host institution is provided. The CIEE Academic Record also provides information about the host institution, the nature of program courses, and the academic calendar. If you or a representative of your institution would like to see a sample CIEE Academic Record, please contact us at 1.800.40.STUDY and CIEE will provide a copy for your reference.

A. Our institution agrees to accept the CIEE Academic Record and grant credit to the applicant upon successful completion of the program. I am forwarding this application to CIEE with my approval.

-OR-

Credit Based on a U.S. Transcript from the CIEE School of Record: If your institution will provide credit based only on an official transcript from an accredited institution, select Option B below and CIEE will submit this completed application to Spelman College, the CIEE School of Record. In this case, the CIEE Academic Record is sent by CIEE to Spelman College who will issue a transcript. The School of Record option should only be used if the Home Institution will not award credit based upon the recommendations of the CIEE Academic Record.

Note: The complete application should be sent to the CIEE Portland office. The applicant will be billed the \$340 School of Record fee as detailed in the application instructions unless you indicate below that your institution should be billed.

B. Our institution agrees to accept an official transcript from the CIEE School of Record, Spelman College, and to grant credit to the applicant upon successful completion of the program. I am forwarding this application to CIEE with my approval.

Our institution should be billed for the School of Record fee. **Note:** This is not for financial aid purposes. Please only choose this option if your institution has a billing agreement in place with CIEE. Please do not send payment for this until you have received an invoice.

Signature (also required on reverse of form) _____ Date _____

The grade report should be sent to:

Name _____ Title _____

Office _____ Institution _____

Address _____

City _____ State _____ Zip _____ Country _____

Office Phone _____ E-mail _____

Note: Complete applications must be sent to: CIEE--Study Abroad, 300 Fore Street, 4th Floor, Portland, ME 04101

Please provide a brief evaluation of the candidate and information concerning any special circumstances which may apply.

Disciplinary Information – sanctions incurred prior to the program start date may result in administrative withdrawal from the program. If sanctions are incurred between applying to the program and the program start date, students must notify CIEE.

- This student currently does not have disciplinary sanctions. This student is currently under disciplinary sanctions.
 I do not have access to this student’s disciplinary record.

The Home School Study Abroad advisor must sign below and submit this form, together with the completed application materials, to CIEE.

Signature _____ Date _____

Mr. Ms. Dr. Prof. Other _____ First _____ Middle _____ Last _____

Title _____ Department _____

Institution _____

Street Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Office Phone _____ Fax _____

E-mail _____

Please add me to the CIEE mailing list. _____

Non-Credit Applicants

If you do not wish to transfer academic credit back to your home institution, you must sign the waiver below. CIEE will require additional paperwork after an acceptance decision is made.

I do not wish to receive credit at this time. I understand that my CIEE Academic Record will be kept on file by CIEE and that I may request to have it sent to the institution of my choice within five years of my program end date. I understand that it is my responsibility to make all arrangements for credit transfer and that CIEE cannot guarantee that I will receive credit for participation in this program if arrangements are not made prior to participation. I understand that I will not be eligible for the deferral of federally-sponsored student loans.

Signature _____ Date _____

Signature of parent or legal guardian for applicant who is under the age of majority in the jurisdiction in which this document is being executed.

Signature _____ Date _____