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):** ___________________________________________________________

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PART TWO: REQUEST PERMISSION TO TAKE FDU COURSES AS INDICATED

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<tr>
<th>*</th>
<th>Catalog Number</th>
<th>Course Title</th>
<th># Credits</th>
<th>Order of Preference</th>
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**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.