



# SOAS Study Abroad & Exchange Home Institution Approval Form

Home Institution's Study Abroad Office to complete and submit

## HOME INSTITUTION CONTACT DETAILS

Please provide the name and e-mail address of the primary contact and responsible person within the Home Institution's International / Exchange / Study Abroad Office. This address will be copied into relevant e-mails to students.

Student Full Name:

Primary Home Institution Contact Name:

Primary Home Institution Contact E-mail:

Primary Home Institution Contact E-mail for Transcript Delivery, If Different from Above:

## CONFIRMATION OF APPLICANT SUITABILITY

Is the applicant a full time student in good standing at your institution?

Yes          No

If no, please explain

Has the applicant ever been on academic probation?

Yes          No

If yes, please explain

Has the applicant ever been involved in any disciplinary action while attending your institution?

Yes          No

If yes, please explain

## FEE AND SPONSORSHIP DETAILS

Who will be paying the applicant's SOAS tuition fees? (where applicable)

If other:

Student and / or family funds

Home institution or Study Abroad provider

Not applicable: Exchange student

Other

If the home institution / Study Abroad provider will be paying the student's fees, please provide the invoice details:

Name of Institution Sponsor:

Name of Office Sponsor:

Invoice Contact Name:

Invoice Contact E-mail Address:

### NOTES:

Module selection is an **online process** in which students will select their module themselves from Mid-July (for September starters) or Mid-November (for January starters). These selections can change within the first week of teaching to allow for flexibility in students finding the correct level and making the most out of their time at SOAS.

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If your institution requires students to pre-select their modules, please find information about the module options available to Study Abroad / Exchange students here: [www.soas.ac.uk/studyabroad/courses](http://www.soas.ac.uk/studyabroad/courses). Please be advised that all modules are subject to availability and may change from semester to semester.

If your student is attending as a fee paying Study Abroad student and the home institution / Study Abroad provider will be invoiced, a Financial Sponsor Letter will be requested before the start of semester.

Please note that if your student falls significantly below our GPA requirement, we will require additional information to support their application.

### HOME INSTITUTION'S STUDY ABROAD OFFICE DECLARATION:

I confirm that I am recommending this student / applicant to participate in the SOAS Study Abroad / Exchange Programme.

Electronic Signature (Please type your name):

Date: