Important Document – please read

This form is extremely important as it verifies your course registration at your host institution. This is a learning agreement between all parties and must be completed each semester/term as soon as you have registered for your courses.

Your responsibility

Course Information
Prior to sending the form, please send course descriptions, syllabi and reading list to your Study Abroad Adviser so that they can make an informed decision on whether the courses are suitable for your Sheffield degree.

Contact Details
Write your name, your host institution and your local email address in the relevant section. An up to date email address is vital to us so that we can keep in touch with you. Please ensure that you write clearly.

Completing the form
Fill in the details of the courses for which you have registered and sign the declaration.

Returning the form
Please ensure that you return this to your Study Abroad Adviser at Sheffield as soon as you have registered and well before the add/drop period ends.

Even if you have been liaising with your Study Abroad Adviser and they have confirmed in an email that everything is OK, you MUST still return the form as this is the learning agreement.

Study Abroad Adviser’s role
Your adviser(s) will check that the courses you have chosen are suitable for your Sheffield degree. They will contact you to confirm the courses. They will also contact you if they have any concerns or queries. Once the courses are finalised they will sign the form and keep a copy for their records.

Problems – important
If you don’t return the form and the courses are not suitable, then there could be serious repercussions. By completing the form, it is written proof that the courses were approved and in the event of any issues there is documentation to back up any problems.
Please Note: This form is extremely important as it verifies your courses at your host institution. Your Study Abroad Adviser(s) will use this form to confirm that your course choices are appropriate for your Sheffield degree. Please send this to your Study Abroad Adviser as soon as you have registered.

Name: ________________________________

Exchange Institution: ________________________

Email: ________________________________

Term/Semester Dates:  From: ______ To: ______

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Student: I certify that I am registered for the above courses and that the information given above is correct.

Signature ________________________________ Date ______

Study Abroad Adviser: The student is registered for the courses detailed above. Please check that the student has registered for the appropriate courses and get in touch with the student to let them know. Also, please contact the student immediately if s/he has not registered for the correct courses. If you are satisfied with the courses described please sign the form, keep a copy for your file and keep any enclosed course descriptions for future reference.

Sheffield Study Abroad Adviser

Name of Departmental Adviser ________________________________

Signature (confirming courses are appropriate): ________________________________