


How to fill out the STAB Form for a Non-Xavier Sponsored Program

1. Where to access the form
 - a. Go to <https://www.xavier.edu/study-abroad/>
 - b. Click on "Study Abroad Forms and Policies"
 - c. Download and print the Study Abroad Approval Form



Study Abroad Approval Form
 Office of the Registrar, 3800 Victory Pkwy., Cincinnati OH 45207-3351 Phone: (513) 745-3941 Fax: (513)745-2969

Student I.D. Number _____

Last Name _____

First Name _____

Middle Initial _____

Student E-Mail _____

Abroad Program Name _____

Student's Major _____

Fall Term

Spring Term

Summer Term

Year _____

Please select the appropriate study abroad program: (If you do NOT know the type of program please contact the Study Abroad Office at 513-745-2864)

Xavier Sponsored Semester

- Courses taken at international institution
- Tuition paid to Xavier University
- STHB Placeholder

Xavier Faculty Led

- Registered in a Xavier University course taught by Xavier faculty
- Tuition paid to Xavier University
- XU Course(s)

Xavier Direct Exchange

- Courses taken at international institution
- Tuition is paid to Xavier Univ.
- STAW Placeholder

Non-Xavier Sponsored Program

- Not affiliated with Xavier University
- Tuition paid to international institution
- XU Petition Required (Fall/Spring Only)
- STAB Placeholder

- Students participating in Study Abroad Programs will be reported to the National Student Clearinghouse as a currently enrolled Xavier student for the applicable terms.
- Students on non-faculty led study abroad programs approved by the Center for International Education will have a placeholder course put on their academic record for the term they are abroad.
- If the student decides to not participate in the study abroad program, the student is responsible for notifying the Center for International Education and Office of the Registrar immediately.
- Student acknowledges that failure to adhere to University and CIE policies, procedures, and deadlines can have academic and financial ramifications.

Information About Course Abroad			Xavier Course Equivalent (for Non-faculty Led)		
Course subj & # <small>(ex. PHIL 200)</small>	Course title	Credit Hours	Course subj & #	Credit Hours	Dept. Chair Approval

If the appropriate forms are not filled out and approved prior to study abroad experience, student risks acceptance of coursework toward degree requirements by Xavier University.

1. _____
Student Signature

2. _____
Academic Advisor's Signature

3. _____
Dean's Signature

4. _____
Study Abroad Advisor's Signature

2. Fill out the top section of the STAB form with your information and program



Study Abroad Approval Form

Office of the Registrar, 3800 Victory Pkwy., Cincinnati OH 45207-3351 Phone: (513) 745-3941 Fax: (513)745-2969

Student I.D. Number: 000123456
 Last Name: Doe First Name: Mary Middle Initial: A Student E-Mail: doem@xavier.edu
 Abroad Program Name: USAC Italy: Torino Student's Major: Philosophy Fall Term Spring Term Summer Term Year: 2022

Please select the appropriate study abroad program: (If you do NOT know the type of program please contact the Study Abroad Office at 513-745-2864)

- Xavier Sponsored Semester**
 - Courses taken at international institution
 - Tuition paid to Xavier University
 - STHB Placeholder
- Xavier Faculty Led**
 - Registered in a Xavier University course taught by Xavier faculty
 - Tuition paid to Xavier University
 - XU Course(s)
- Xavier Direct Exchange**
 - Courses taken at international institution
 - Tuition paid to Xavier Univ.
 - XRAW Placeholder
- Non-Xavier Sponsored Program**
 - Not affiliated with Xavier University
 - Tuition paid to international institution
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 - STAB Placeholder

Be sure to select Non-Xavier Sponsored Semester

3. Fill in the classes you want to take in the section on the left.

- Students participating in Study Abroad Programs will be reported to the National Student Clearinghouse as a currently enrolled Xavier student for the applicable terms.
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- If the student decides to not participate in the study abroad program, the student is responsible for notifying the Center for International Education and Office of the Registrar immediately.
- Student acknowledges that failure to adhere to University and CIE policies, procedures, and deadlines can have academic and financial ramifications.

Information About Course Abroad			Xavier Course Equivalent (for Non-Faculty Led)		
Course Subj & #	Course title	Credit Hours	Course subj & #	Credit Hours	Dept. Chair Approval
	Introduction to Italian Language I	1		1	
	Economic and Political Institutions of the EU	3		3	
	Italian Cuisine	1		1	

If the appropriate forms are not filled out and approved prior to study abroad experience, student risks acceptance of coursework toward degree requirements by Xavier University.

1. Mary Doe
 Student Signature
 2. _____
 Academic Advisor's Signature
 3. _____
 Dean's Signature
 4. _____
 Study Abroad Advisor's Signature

4. See if there is a key for credit hour equivalencies if they're different
5. Look through TES to see if the university has any pre-approved classes
 - a. See guide on how to use TES
 - b. If there is an equivalent write "See TES" in the section for dept. chair approval
6. Find a Xavier class that could be equivalent
7. Schedule an appointment or email the head of the department for the class you want to take for approval
 - a. If you receive email approval, you may write "see email" in section for department chair approval
 - b. Print email and attach to your form before receiving right side of signatures
8. Sign the form
9. Have your advisor sign

10. Take form to the Dean's office of your college (Arts and Sciences in Alter Hall 202, Professional Sciences in Hailstones Hall 100, Business in Smith Hall 120A, Nursing in Cohen 119) to sign
11. Bring in to Center for International Education in Gallagher 230 and you're done!