How to fill out the STAB Form for a Xavier Direct Exchange 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

X	AVIER		Abroad Appr Registrar, 3800 Vi			5207-3351 Phone: (513) 745-394	1 Fax: (513)745-2969
Student I.D. Number	er .	Last Name	First Name	Middl	le Initial	Student E-Mail	
Abroad Pro	ogram Name	St	udent's Major	Fall	Term Sp	oring Term Summer Term	Year
Courses tak institution Tuition paid STHB Placel Students particip Students on non abroad. If the student ded Tourses tak institution If the student ded Tourses tak institution Tuition paid Tu	ating in Study Abroad Pro -faculty led study abroad	d programs approved by to	vier University avier faculty ier University o the National Studer the Center for Interna- im, the student is res	institution Tuition is pai STAW Placel nt Clearinghous ational Education	en at international id to Xavier Univ. holder se as a currently e on will have a plai	Non-Xavier Sponsored Pro Not affiliated with Xavier Un Tuition paid to international XU Petition Required (Fall/S STAB Placeholder enrolled Xavier student for the applical ceholder course put on their academic r for International Education and Office	iversity institution pring Only) ble terms. record for the term they are
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Course subj & N (ex. PHIL 200)			redit Course subj & ours	II Credit Hours	Dept. Chair Approval	of coursework toward degree r versity.	equirements by Xavier Un
						1Student Signature	
						2 Academic Advisor's Signature	
						3 Dean's Signature	
						4Study Abroad Advisor's Signatu	re

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

Unwersity of Warwick Arstory Abroag Troop Mane Student's ye	ajor Fall Term	Spring Term Summer Term 2021 Year
Please select the appropriate study abroad program: (If you do NOT kno	w the type of program please co	ontact the Study Abroad Office at 513-745-2864)
Xavier Sponsored Semester Courses taken at international institution Tuition paid to Xevier University STHB Placeholder Xavier Security Led Registered in a Xavier University course taught by Xavier faculty Tuition paid to Xavier University STHB Placeholder Xavier Security Led Registered in a Xavier University Tuition paid to Xavier University XIV Coursels	Xavier Direct Exchange Courses taken at internation institution Tuitton is paid to Xavier Ur STAW Placeholder	 Tuition paid to international institution
Students participating in Study Abroad Programs will be reported to the Nation	al Student Clearinghouse as a curren	only enrolled Yavier student for the applicable terms.
Students participating in Study Across Programs will be reported to the National Students on one founds but at the about account account of by the Center for		
Be sure to select Xavier Direct Exchange		
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Fill in the classes you want to take in the		eft.
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Tuition paid to Xavier University Tuition paid to Xavier University		No reductification (reliable)
STHB Placeholder XU Course(s)	 STAW Placeholder 	 STAB Placeholder
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Study Abroad Approval Form

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

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- 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. You may get more courses approved than you plan to take. We recommend it!
- 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

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- 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) to sign
- 11. Bring in to Center for International Education, GSC 230 and you're done!