Home College/University Approval Form for Non-Temple Students

To the Student: Please read and sign sections A and B below.

A) An important element of your application to study with the Capital Semester program is securing the approval of your home institution. This form is designed to facilitate that process. It is intended for your Study Abroad Advisor, Dean, or whichever official on campus is responsible for approving your participation in a program at another university. Please indicate whether or not you waive your right of access, sign below, and give the form to the appropriate official. That person should return the form directly to the Institute for Public Affairs, Temple University.

I hereby authorize

to complete this form and ask that the form be sent directly to the Institute for Public Affairs, Temple University. I understand that this document will be used to evaluate my qualifications to study in Harrisburg through a Temple University program and will be part of my application file. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation.

☐ Yes ☐ No

Applicant Signature  Date

B) Authorization to Provide Transcripts

At the conclusion of your program, the Temple University Registrar will provide an official transcript for your credit transfer, showing grades and semester hours of credit earned in all courses undertaken. In order to have an official transcript sent to your home college, you must sign the authorization below, and you must be sure that your home college advisor provides an accurate address below indicating where the transcript should be sent.

I authorize the Temple University Registrar to forward an official transcript to the appropriate official(s) at my home institution.

Applicant Signature

Date

To the student’s Study Abroad Advisor, Dean, or other official responsible for approving participation in programs at other universities: This student is applying to study at another institution through the program indicated above. We ask that all students be degree-seeking students fully enrolled at a college or university, and that they receive approval of their home institution. While they are studying at Temple, they will be carrying a full course load with the expectation of earning credit toward their undergraduate or graduate degree. Please feel free to add any comments that might assist the admissions committee. Use other side if necessary.

Does this student have your approval to study with Temple University on the program indicated above? ☐ Yes ☐ No

Signature  Date

Name  Title

Institution  Address

Phone  Fax  Email

After the student completes the program of study, the Temple University Registrar will provide an official transcript for credit transfer, showing appropriate grades and semester hours of credit in all courses undertaken. Please indicate below where the student’s Temple University transcript should be sent.

Name  Title

Institution  Address

Phone  Fax  Email

Please return this form to: Michelle J. Atherton, Associate Director, Institute for Public Affairs, Temple University, 840 Anderson Hall (022-02), Philadelphia, PA 19122-6090; mjather@temple.edu.