

AMERICAN UNIVERSITY OF SHARJAH

Office of the Registrar

Summer Permission to Take Courses Outside AUS

AUS STUDENTS MAY ATTEND SUMMER SESSIONS AT AUS APPROVED COLLEGIATE INSTITUTIONS OUTSIDE OF THE UAE.

Documents attached to this form: Catalog, or Course description of courses taken abroad at the 'Host Uni.'

- **STEP 1:** Students must obtain a prior institutional approval from Office of the Registrar, in order to ensure transfer credit.
- **STEP 2:** Student must obtain course(s) approval from the course Associate Dean.
- **STEP 3:** Student must obtain approval of the Associate Dean of the Student's School.

_____	_____
Student's Name	Student's I.D.
_____	_____
Present College/ School	Present Major (<i>and</i> Concentration if any)
_____	_____
Personal Mobile #	AUS E-mail Address

➤ STEP 1: AUS approval of the Host University	
_____	_____
University/ College at which student is requesting to take course(s) outside AUS ('Host Uni.')	Summer session which student is requesting to take course(s) at the 'Host University'
Registrar's approval : <input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____	

➤ STEP 2: Course Associate Dean's Approval				
<u>Course Code in the 'Host Univ.'</u>	<u>Course Title in the 'Host University'</u>	<u>Equivalent Course at AUS</u>	<u>Grade Required</u>	<u>Associate Dean of course signature</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

➤ STEP 3: Student Associate Dean's Approval	
Signature of Student's Associate Dean: _____	Date: ____/____/____ <i>DD MM YYYY</i>

Student must submit an official transcript from the 'Host Uni.' to the AUS Registrars' office before awarding credits.
➤ Comments/ Special Requirements: _____

➤ **Minor Restrictions:** Note that at least 6 credits of the courses at or above the 300 level in the discipline required for minor must be taken in residence at AUS.

➤ Note: The student as indicated by his/her signature below agrees the above terms. The student fully understands that if these conditions are not fulfilled, credits will not be transferred.

Signature of Student: _____	Date: ____/____/____ <i>DD MM YYYY</i>
-----------------------------	---

Signature of the Registrar: _____	Date: ____/____/____ <i>DD MM YYYY</i>
-----------------------------------	---

Cc: Student