

HOME INSTITUTION AUTHORIZATION FORM

AUTHORIZATION OF DEAN, ACADEMIC ADVISOR, OR STUDY ABROAD ADVISOR:

This is to certify that _____ (name of student)

is a student in good standing at _____ (name of host institution)

and is eligible to return. This student has our institutional approval to study abroad through Emory University.

*This student's current status is: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

*The student's current cumulative GPA at their home institution is: _____

*To your knowledge, do the undergraduate student records of this applicant contain information regarding honor or conduct offenses?
☐ NO ☐ YES *If yes, please describe on a separate piece of paper.*

PROGRAM PAYMENT CONFIRMATION AND AUTHORIZATION

*Application Deposit Notification: Please note that the application deposit for the program is due at the time of application and will be applied towards the total tuition cost of the program. **For Semester Programs- Deposit = \$300.***

Please indicate the option below for the billing confirmation for this student.

☐ **OPTION 1: Have Emory bill STUDENT Directly**

Student is required to submit full payment of Emory Tuition and Program Fee by the following deadlines:

For Fall/Year programs: **July 15th**. For Spring programs: **December 15th**.

☐ **OPTION 2: Have Emory bill HOME INSTITUTION for ALL fees**

Home Institution is required to submit full payment of Emory Tuition and Program Fee by deadline.

*Will the Home Institution be covering the student's deposit which is due at the time of application (for Semester Programs = \$300)? NO ☐ YES ☐

If yes, please include invoice information and note that if the student is accepted to the program, this is a non-refundable fee. In the event of cancellation, the home institution will be billed the application fee on behalf of the student (for Semester Programs = \$300.

☐ **OPTION 3: Have Emory bill HOME INSTITUTION for PARTIAL fees and bill STUDENT for PARTIAL fees**

Please indicate below what fees will be covered by the home institution, and include invoice information.

- ☐ \$300 Application Deposit (goes towards the total cost of Emory tuition)
- ☐ Emory tuition (covers academic costs of program)
- ☐ Program fee (covers room, partial board / Emory Salamanca Program and EDUCO only)

*Is the student receiving Financial Aid that can be used towards the Emory Program? ☐ NO ☐ YES

SIGNATURE OF STUDY ABROAD OFFICIAL: _____ **Date:** _____

Print Name: _____ **Title:** _____

Email: _____ **Phone:** _____

OFFICIAL TRANSCRIPT: Upon completion of the Program, student must request an official Emory transcript to be sent to the home institution through OPUS, Emory's online student portal. An official Emory transcript will not be sent unless student requests it.

RETURN FORM TO: Emory College Study Abroad, Office for Undergraduate Education, Emory University
550 Asbury Circle, Candler Library, Suite 200, Atlanta, GA 30322 or abroad@emory.edu