

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 take course work at 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 within a week or two after acceptance (depending on program) and will be applied towards the total cost of the program. **For Summer Programs, Deposit = \$350.***

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 deadline:
For Summer programs: **May 1.**

☐ **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.
For Summer programs: **May 1.**

☐ **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.
☐ Emory tuition (covers academic costs of program)
☐ Program fee (covers room, partial board, and supplemental study abroad health insurance)

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

Signature of official: _____ Date: _____

Name and Title: _____ Date: _____

OFFICIAL TRANSCRIPT: Upon completion of the Program, the student will be able to request an official transcript to be delivered to their home institution. The student will request a copy of their transcript through OPUS.

Please return this form to:

ATTN: Education Abroad, Emory University, 550 Asbury Circle, Candler Library, Suite 200, Atlanta, GA 30322 or abroad@emory.edu