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Borough of Manhattan Community College

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Home Campus Study Abroad Authorization Form

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Please complete this form with the Study Abroad Office at your Home Campus if you are a non-BMCC student applying to a BMCC Study Abroad Program. If you are unsure who to contact, see here:

<http://www1.cuny.edu/sites/studyabroad/campus-offices/>

Name of Student: \_\_\_\_\_

Home Campus: \_\_\_\_\_

Name of Study Abroad Advisor at Home Campus: \_\_\_\_\_

BMCC Study Abroad Program: \_\_\_\_\_

Disciplinary History

A disciplinary record does not automatically disqualify a student from study abroad, but it will be reviewed by BMCC to determine if the record warrants withholding approval. Information from other offices at the student's Home Campus, e.g., Office of Student Affairs, Health Center (with student's consent) or others, may be requested as part of the application review process to ensure that all students can have a safe and productive international experience.

Student must check only one option:

- I have never been on disciplinary probation
- I was and no longer am on disciplinary probation (please have your Office of Dean of Students sign to confirm)
- I am currently on disciplinary probation (please have your Office of Dean of Students sign to confirm)

Study Abroad Approval

Your Study Abroad Office must check only one option:

- Student has been approved to study abroad with BMCC
- Student has not been approved to study abroad with BMCC
- My office needs more information to approve student to study abroad with BMCC. Student must submit the following to be approved:

I certify that the above mentioned statements are true and complete to the best of my knowledge and belief.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Study Abroad Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Dean of Students (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions, please contact the Office of Internships and Experiential Learning:**  
[experience@bmcc.cuny.edu](mailto:experience@bmcc.cuny.edu)