

Part 1 >TO BE COMPLETED BY **STUDENT**.

This form is required if you would like to request a credit underload.

Part 2 must be signed by your IES Abroad Center Director and Part 3 should only be signed by your study abroad advisor or other administrator who approves study abroad.

Completion of this form and approval of your current IES Abroad Center Director does not guarantee that your request will be granted. The study abroad office at your current college or university must also approve this request.

In order to prevent delays in processing, you should contact your Study Abroad Advisor at your school directly and inform them of your credit underload request.

This form is not complete without all required signatures and the explanation for your credit underload request.

name of student

current college/university

IES Abroad center & program

program term & year

date of request

current course load

course number	course name	credits

academic reason for request (please be specific and use an additional page if needed):

Part 2 >TO BE COMPLETED BY THE **IES ABROAD CENTER DIRECTOR OR CENTER ADVISOR**.

IMPORTANT NOTE: For this credit underload request to take effect, this completed form with all two signatures must be received by the following date: _____

- ☐ approved
☐ denied

center director/center advisor

date signed

After completion, please return form to student.

Part 3 >TO BE COMPLETED BY AN **ADVISOR IN YOUR STUDY ABROAD OFFICE**.

- ☐ approved
☐ denied

study abroad advisor*

date signed

title

phone number

*Please sign only if you are authorized to approve study abroad credit underloads for your institution. After completion, scan and e-mail to registrar@iesvienna.org.