

HOST INSTITUTION ENROLLMENT FORM

Part 1. To be completed by the Bellarmine Participant and the Host Coordinator upon arrival at host institution and when course registration is finalized. The student should scan/email or fax a completed copy to the Bellarmine University International Office immediately after registration. The Bellarmine Participant and the Host Coordinator should both retain copies of this form. At the end of the program, please complete Part 2 of the form. Please note that in some cases, this form may ultimately be used to generate a transcript.

Participant Name:	Home Institution:
Bellarmino I.D. #:	Host Institution:
Program Period:	Host Coordinator name:
I, the Bellarmine University Participant listed above, have met with my Host Coordinator and confirmed registration in the courses listed below. I agree to send this form to Bellarmine and to notify my home institution immediately if there are any changes to my program of study.	I, the Host Coordinator listed above, have verified the Participant's enrollment in the program as described below.
_____ Signature of Bellarmine Participant	_____ Signature of Bellarmine Host Coordinator
_____ Date	_____ Date

Student Address while abroad: _____

Student Phone # while abroad: _____

Course Title	Course Code	# Hours/Week	Total # Weeks	Total # Credits (if applicable)	Signature of Professor and date*please obtain upon course completion ONLY – see Part 2*	Last Date of Student's Attendance

Attach an additional sheet if necessary.

Part 2. To be completed by the Bellarmine Participant and the Host Coordinator upon course completion, prior to departure:

☐ I, the Bellarmine Participant, have signed all necessary transcript release forms at the host institution and have paid all outstanding balances incurred at the host institution. I have collected signatures from all the professors of courses I have completed and expect to appear on my transcript.

Signature of Bellarmine Participant

Date

☐ I, the host coordinator, have met with the Bellarmine Participant above regarding transcript issuance procedures at this institution.

Signature of Bellarmine Host Coordinator

Date

Please affix host university stamp or seal:

**** The Bellarmine Participant and the Host Coordinator should both retain copies of this form upon completion of the program. ****