



THE UNIVERSITY of  
NEW ORLEANS

DIVISION OF INTERNATIONAL EDUCATION

**Home Institution Approval Form for the UNO Writing Workshops Abroad Program**  
**(UNO students are not required to complete this form.)**

**To the student:** An important element of your application to study at The University of New Orleans is securing the approval of your home institution to study abroad. This form is designed to facilitate that process. It must be completed by a university official who is authorized to approve participation in study abroad programs. Please indicate whether or not you waive your right of access, sign below and give the form to the appropriate official. That person should return the form directly to The Division of International Education at The University of New Orleans (see bottom for contact information).

I, \_\_\_\_\_ (Name of Applicant, Please Print), authorize the completion of this form and ask that it be sent directly to the Division of International Education, University of New Orleans. I understand that this document will be used to evaluate my eligibility to enroll in the UNO Writing Workshops Abroad and will be part of my application file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To the university official authorized to approve participation in study abroad programs:**

The University of New Orleans has conducted the UNO Writing Workshops Abroad programs for over twenty years and continues to uphold the program's academic rigor and educational excellence. UNO is an SREB Four-Year 2 institution and is fully accredited by SACS. On the UNO Writing Workshops Abroad, students are required to earn a minimum of 6 credits. Class attendance is mandatory and the requisite number of contact hours is closely monitored. Upon completion of the program, a transcript from the University of New Orleans will be sent to the student's home institution at no extra cost.

The student above is applying for the UNO Writing Workshops Abroad in Cork/Brunnenburg program. We ask that all students receive approval from their home institution. Does this student have your approval to study at the University of New Orleans program indicated above? \_\_\_\_\_ Yes \_\_\_No.

If no, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In order to study on our program, students must be able to transfer letter grades back to their home institution. Students who only receive Pass/ Fail credit will not be accepted into the program.**

Will the grades earned be accepted by your institution?  Yes  No. If no, please explain. \_\_\_\_\_  
\_\_\_\_\_

Will the credits earned be accepted by your institution?  Yes  No. If no, please explain. \_\_\_\_\_  
\_\_\_\_\_

Is the student required to complete a form such as a "Course Approval Form" at your institution in order to receive credit?  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name Title Institution

\_\_\_\_\_  
Address City State ZIP

\_\_\_\_\_  
Phone Fax Email

\_\_\_\_\_  
Signature of university official authorized to approve participation in study abroad programs

\_\_\_\_\_  
Date

**Please return this form to:**

UNO Writing Workshops Abroad

International Center, Rm. 124, 2000 Lakeshore Drive, The University of New Orleans, New Orleans, LA 70148

Fax: 504-280-6447 or send a scanned copy to

[writingabroad@uno.edu](mailto:writingabroad@uno.edu)