



CENTER FOR
GLOBAL ENGAGEMENT

RMU Study Abroad Application Materials (Semester Abroad)

- [Application Form](#)**

- RMU Faculty (Professor) Recommendation**
Email the form link below to your recommender.
LINK: <https://revolution.rmu.edu/submitter/form/start/331207>

- Course Substitution Forms** – see next page

- Financial Responsibilities Form** – must be filled out in person in the CGE after you have chosen your study abroad location

Additional Required Materials

- [Health and Safety Form](#)** – not required at the time of the application, but required prior to studying abroad. Any personal medical information you disclose will not affect your ability to study abroad.

For Your Use Only

- [Budgeting Worksheet](#)** – not required as part of the application, but can be useful as you plan your semester abroad

Course Substitution Instructions:

1. Open the spreadsheet Jessica emailed you. Click File and “Make a Copy” of the spreadsheet to add it to your Google Drive account. Share the copy with schrader@rmu.edu.
2. List the courses you would like to seek approval for in the spreadsheet. You must get a minimum of 21 RMU credits approved, and it is recommended to get 24+ RMU credits approved. Courses abroad are approved in the following manner:
 - **Major/minor course:** your major/minor department head
 - **RMU core course:** RMU course’s department head (ex. History requirement—Social Science department head)
 - **Foreign language course:** Arts and Humanities department head
 - **Open or restricted elective with RMU equivalent** (*talk to your academic advisor if you’re not sure*): RMU course’s department head
 - **Open or restricted elective with *no* RMU equivalent:** your major department head
3. Email Jessica and ask her to approve your spreadsheet and departments before going to step 4.
4. Fill out one form for each course you plan to take abroad. A course description or syllabus that includes contact hours is required for each course. You can go directly to each department using the link below:
 - [Accounting and Taxation](#)
 - [Arts and Humanities](#)
 - [Communication and Organizational Leadership](#)
 - [Computer Information Systems](#)
 - [Education](#)
 - [Engineering](#)
 - [Finance](#)
 - [Honors Program](#)
 - [Management](#)
 - [Marketing](#)
 - [Mathematics](#)
 - [Nursing](#)
 - [Psychology and Health Sciences](#)
 - [Science](#)
 - [Social Sciences](#)
 - [Sport Management](#) (includes Hospitality & Tourism Management)
5. Pay attention to your email for notifications from Revolution regarding the status of your requests. When a course is approved, double check which RMU course it was approved for and update your Google Spreadsheet as necessary. When a course is denied, read the feedback from the department head and either fix the errors and resubmit the form or look for another course to seek approval for. You may want to contact the department head directly if you do not receive an approval or denial after a week.
6. Request additional course approvals if necessary once you arrive in your host country.

Important Course Substitution Notes:

You are responsible for the accuracy of the information you provide to the department head. If you enter incorrect information, you will need to resubmit the form with the correct information before the course can be substituted onto your checksheet.

You must complete at least 12 RMU credits abroad to maintain your full-time status, and you must earn the equivalent of a C or better for a course to transfer. You will be charged your RMU flat rate tuition for your semester abroad.

Please note that, just like RMU, your host university could choose to cancel a class for a number of reasons. To be prepared, **we require you to get a minimum of 21 RMU credits approved (and recommend at least 24 RMU credits)** to make sure you will be able to register for at least 12 RMU credits while abroad.

RMU students may not take online courses from RMU while abroad without applying for and being approved for a need-based waiver.