



Office of International Studies and Programs

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**Home-Campus Authorization Form for Students
Applying to John Jay College Study-Abroad Programs**

Name of Student: _____

Name of Home Campus (John Jay, Baruch, CCNY, etc.): _____

JJC Study-Abroad Program/Term Abroad (LdM/Summer, etc.): _____

Name of Study-Abroad Adviser at Home Campus: _____

APPROVAL TO STUDY-ABROAD THROUGH JOHN JAY COLLEGE

Study-Abroad Adviser must check only one option:

Student has been approved to study abroad through John Jay College

My office needs more information to approve student to study abroad through John Jay College.
Student must submit the following to be approved: _____

Student has not been approved to study abroad through John Jay College

Study-Abroad Adviser's Signature: _____ Date: _____

CERTIFICATION OF DISCIPLINARY HISTORY

Have you been found responsible for any behavioral or academic misconduct at your present or previous institution(s) resulting in disciplinary action such as warning, probation, suspension, expulsion or other sanction?

YES NO

- Non-John Jay College students are **required** to complete this section with the authorization of their home campus's Office of Dean of Students, even if there is no misconduct to report. An authorizing official in that office must sign below.
- If you answered 'yes' to the question above, these additional documents listed below are required in order to be considered for admission into a John Jay College study-abroad program:
 - A document of disciplinary records from your home campus that confirms (1) nature and number of infractions; (2) details of the sanctions (3) dates sanctions were issued (4) whether or not sanctions have been resolved and all matters adjudicated.
 - A formal essay by student applicant explaining the date(s) and circumstances of all incident(s), the nature of the incident(s), and what you learned from the incident.
- NOTE: A behavioral or academic disciplinary record does not preclude approval to study abroad, but it will be reviewed by the Office of International Studies & Programs to determine if the record warrants withholding approval.

Name of Authorizing Official in Office of Dean of Students: _____

Authorizing Official's Signature: _____ Date: _____

Student's Signature: _____ Date: _____