



**Home Campus Information Form**  
**Required for Admission to**  
**UNO-Mexico Summer Program**

**PART I: TO THE STUDENT**

An important element of your application to study at The University of New Orleans is confirming that you have notified your home institution of your intent to study abroad and have been advised about home campus policies and procedures relevant to participation in the UNO-Mexico summer program.

This form is designed to facilitate that process. It must be completed by a university official who is authorized to advise for and, where relevant, approve participation in study abroad programs. Please read the entire form carefully, 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), hereby apply to participate in the above designated program(s) and authorize the University of New Orleans to issue my college or university an official transcript at the conclusion of the program. I also authorize the release of information needed to complete this form for admission to the University of New Orleans Japan program to the academic dean, on-campus coordinator, contact, or study abroad advisor completing the form. I unconditionally and voluntarily consent to the release of such records pursuant to this request.

Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand that the information provided will be used only for the purposes for which it was prepared.

Yes  No

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## PART II: TO THE UNIVERSITY OFFICIAL AUTHORIZED TO ADVISE/APPROVE PARTICIPATION IN STUDY ABROAD

**About UNO-Mexico:** The University of New Orleans has established the UNO-Mexico summer program in Oaxaca to culturally-enrich the education of students. Students are enrolled as guest students at the University of New Orleans. To participate in the program, students must be enrolled in two courses (6 credits) and are issued an official UNO transcript with all courses, credits, and letter grades earned. For more information please visit:

<https://www.uno.edu/studyabroad/mexico>.

Your responses to the following questions are designed to ensure and facilitate home campus advising of students participating in our program, and to assist the UNO Division of International Education in evaluating the student named above for admission to the program:

1) Has this student ever been on academic probation or subject to disciplinary action\*?

Yes  No  I do not have access to this information

If Yes, please provide additional information here, or contact the UNO Division of International Education at \_\_\_\_\_

If you do not have access, whom may we contact at your institution for this information? \_\_\_\_\_

*\*The existence of a disciplinary record or current disciplinary sanctions does not preclude admission, but will be considered in the overall evaluation of the application. If probation extends past the UNO-Japan: Study at Doshisha University program start date, the student will not be admitted.*

2) If home campus approval is required to participate in study abroad, has this student obtained the necessary approval from your institution?

Yes  No  Approval not required

Please share here any additional comments on this student and/or the approval process at your university \_\_\_\_\_  
\_\_\_\_\_

3) Will credits earned by this student on the UNO-Mexico summer program be accepted for their degree program at your institution?

Yes, transfer credit is guaranteed.

Yes, but final approval cannot be granted until after the student completes the program.

Yes, but subject to certain conditions

No

4). Has this student been advised about your institution’s academic and disciplinary policies relevant to participating in the UNO-Mexico summer program?

Yes

No

5) All students must indicate a University official to receive the UNO transcript at the end of the program to be recorded on the home institution’s academic record in accordance with home institution policies. Please indicate where a PDF copy of the student’s UNO transcript should be emailed at the conclusion of the program:

\_\_\_\_\_

Note that students may request additional transcripts from our registrar’s office, digital or printed, at

<https://www.uno.edu/registrar/transcript>

**PART III: INSTITUTION CONTACT INFORMATION**

Name:	Title:	
Institution:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
Signature of official authorized to complete this form:		

**Please complete and return this form via email to [isp@uno.edu](mailto:isp@uno.edu)**

**We would much appreciate use of the subject line: “Home School Information Form (Last Name of Student)”**

**Thank you very much for your assistance with our admission process.**

**If you have any questions or concerns, please contact us at (504) 280-3248.**