



Study Abroad Request

Awardee Type:

- Retention
 Recruitment

EMAIL COMPLETED/SIGNED FORM TO:

smart@nps.edu

Policy Statement: Participants may engage in a study abroad program if the curriculum directly contributes to the completion of the funded degree, the program does not affect the Participant's graduation date, the program does not affect the internship and post-graduation service commitments, the Participant maintains full-time enrollment status in the approved academic institution, tuition for the program is paid directly to the approved U.S. academic institution, and participation does not affect the Participant's ability to obtain or maintain the security clearance required to complete the internship and/or post-graduation service commitments. SMART will not provide any additional funds related to participation in a study-abroad program.

SECTION 1 – Participant Information

Name (LAST, First, MI):	Cohort Year:
Phone:	Email:
Sponsoring Service:	Sponsoring Facility:
Facility POC Name:	Facility POC Email:

SECTION 2 – Study Abroad Information

Location of Study-Abroad Program:	
Dates of Study-Abroad Program:	Academic Credits Earned from Study-Abroad Program:
Description of why the study-abroad is requested:	

SECTION 3 – Statement of Understanding

By signing this form I understand that approval of my request for participating in a study-abroad program is determined on a case-by-case basis and at the discretion of the SMART Program Office. I also understand that if my request is rejected and I engage in such program without prior approval of the SMART Program Office, I may be dismissed from the program and be responsible for the prompt reimbursement of any and all funds expended under the program by the U.S. Government on my behalf. I further understand that if I travel outside of the U.S. against the recommendation of the SMART Program Office and my clearance is denied or revoked due to my foreign travel, I may be dismissed from the program and be responsible for the prompt reimbursement of any and all funds expended under the program by the U.S. Government on my behalf.

Please Check:	
<input type="checkbox"/> I accept these terms.	<input type="checkbox"/> I do not accept these terms.
<input type="checkbox"/> I have submitted the Foreign Travel Request.	
<input type="checkbox"/> I have attached a signed letter from my academic advisor on official university letterhead confirming the following:	
<ul style="list-style-type: none"> (1) the curriculum directly contributes to the completion of the funded degree; (2) the program does not affect my graduation date; (3) the program does not affect my internship and post-graduation service commitments; (4) I will maintain full-time enrollment status in my approved academic institution; and (5) tuition for the study-abroad program is paid directly to my approved U.S. academic institution. 	
Participant Signature	Date:

-----DO NOT WRITE BELOW THIS DOTTED LINE / SMART PROGRAM OFFICE APPROVAL ONLY-----

SECTION 4 – SMART Program Office Review

<input type="checkbox"/> Attached Service Liaison Verification Letter.			<input type="checkbox"/> Documentation is complete for SMART Program Manager.		
Cohort Administrator Name:		Cohort Administrator Signature:		Date:	
<input type="checkbox"/> APPROVED			<input type="checkbox"/> REJECTED		
SMART Program Manager Signature:				Date:	