All semester- and year-long Study Abroad candidates are required to receive approval of their Plan of Study from an Academic Advisor in the Office of Academic Services.

1. Refer to the step-by-step instructions on how to create a Plan of Study: https://www.bentley.edu/files/Abroad%20POS%20Step-By-Step.pdf

2. With your completed Plan of Study form, come to Academic Services in Lindsay 21 between 11:00 am to 3:00 pm, according to the following schedule:

   Monday 2-29-16
   Students going to Asia, Australia, France, Italy

   Tuesday 3-1-16
   Students going to Asia, Australia, France, Italy

   Wednesday 3-2-16
   Students going to Argentina, Brazil, Chile, Spain

   Thursday 3-3-16
   Students going to Austria, Belgium, Denmark, Egypt, England (except LSE), Germany, Greece, Ireland, Morocco, Netherlands, Scotland, Semester at Sea, South Africa, Washington Center

   Friday 3-4-16
   Students going to Argentina, Brazil, Chile, Egypt, England (except LSE), Greece, Ireland, Morocco, Scotland, Semester at Sea, Spain

3. You must complete all paperwork BEFORE meeting with an academic advisor. Peer advisors and the study abroad advisor for your program will be in our office to answer any questions you might have.

4. Once your Plan of Study has been approved, you should make an electronic copy to access while abroad by uploading it to Bentleylink, saving a copy to your desktop, or emailing yourself a copy.
**PERSONAL INFORMATION**

Name: ___________________________  
Bentley ID#: ____________________

**ACADEMIC INFORMATION**

Bentley Major: ____________________  
Minor/LSM (if applicable): _______  
Expected Date of Graduation (Month/Year): _______

**EDUCATION ABROAD APPLICATION INFORMATION**

Country: ________________________  
University: ______________________  
Semester (Fall/Spring – Year): _______

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I understand and acknowledge that the Plan of Study Form is meant to be a resource for me as I plan my academic program in congruence with my academic plans and goals. It does not, in any way, replace future participation with academic advising at Bentley University. I understand fully that an approved plan does not guarantee satisfactory completion of graduation requirements on or around the date listed above. Furthermore, I understand that this plan does not guarantee or imply a guarantee of: admission into any program, major, or minor; or advantage in course selection or course availability of any class listed above either at Bentley University or at the host institution abroad.

Signature: ________________________  
Date: ________________________

**ACADEMIC ADVISOR APPROVAL**

Note: All honors requirements must be completed at Bentley.  
Note: All CIS courses must be approved by the department.

Note: Retain an electronic copy of this document to access while abroad by uploading it to Bentleylink, saving a copy to your desktop, or emailing yourself a copy.