

## HOW TO REGISTER FOR YOUR STUDY ABROAD PROGRAM

When you applied to/enrolled in your study abroad program, you authorized the Study Abroad Office to enter (and drop) your program's study abroad (SA) course into your registration for your chosen program's term. You will receive an email notification when this has been completed.

If you withdraw from your study abroad program you will need to contact the study abroad office, either generally ([studyabroad@purdue.edu](mailto:studyabroad@purdue.edu)) or your specific study abroad advisor, to request that the SA course be removed from your registration. This should be done as soon as you know you will be withdrawing, prior to the beginning of the next semester if possible.

Please note:

- Study abroad (SA) courses are not published in the dynamic schedule, as they are not ready for registration on the same timeline as the rest of the university's classes. Thus, SA courses are usually entered on student accounts during [the open registration period](#).
- This also means you will not be able to utilize the course request form (CRF), scheduling assistant, or the myPurdue add/drop courses section to manage your SA course registration. You must contact the Study Abroad Office to make any changes.
- If registering for your study abroad program will put your registration above 18 credit hours for a fall or spring semester, or 9 credit hours for the summer term, you will need to obtain a "Max Credit Hour Override" from your academic advisor. This is something they can and should do before we enter your study abroad registration.
  - This is something that can significantly delay your registration being entered; please discuss this with your academic advisor so it is not a surprise.
- If you are studying abroad for a fall or spring semester, you should not register for any additional courses associated with the Purdue West Lafayette campus without discussing this with your study abroad advisor first.
- You must resolve any [Registration Holds](#) before you can be registered for your program.
- It may also be required to sign and submit a Participation/Cancellation policy form and pay a study abroad deposit prior to registration. These two steps are completed in your My Study Abroad portal. Please reach out to your study abroad advisor or program leader to check if this is required for your program.
- Don't forget to confirm your registration! If your registration is dropped or cancelled for any reason, you may be responsible for a Late Registration Fee (in accordance with the Registrar's fee calendar) to have your registration re-entered. (You can find the dates Late Registration fees start via the Drop/Add Refund & Deadline Calendars maintained [here](#).)
  - *For students on co-sponsored programs: this refers only to the fees you pay directly to Purdue. Your program will provide more information on how and when to pay the remainder of your fees.*



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### International Programs