

Guide to the Preliminary  
Registration Approval Form  
(PRAF)

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## What is the PRAF?

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- Just as students identify courses to satisfy requirements on-campus, any courses taken abroad will require a similar process. This form notifies the Office of the Registrar that a student will be abroad for any given semester.



# What is the PRAF?

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- The Office of International Education guides prospective study abroad students through the completion and approval process for an **International Preliminary Registration Approval Form, or “PRAF”**
- The PRAF provides your **departmental advisor** and the **Office of the Registrar** with detailed information about the courses for which you plan to register when studying abroad, including alternate course choices.
- The PRAF **needs to be fully approved before you depart for your studies abroad**, so that you are assured that the credits you earn through successful completion of those courses abroad will indeed be credited to your Fitchburg State transcript.

# What information will I need to fill out the PRAF?

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- This form is where you will indicate your course selections for your study abroad program.
- Questions to consider when selecting courses:
  - What requirements do I have left to fulfill my major/minor?
  - Will the selected course(s) fulfill any LA&S requirements?
  - Is this a course substitution for a Fitchburg State University course?



# Who needs to sign off on the form?

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- Office of International Education
- Office of the Registrar
- Your departmental advisor for the courses you have selected
  - If you are satisfying requirements for a minor, additional signatures may be required.

**International Preliminary Registration Approval Form (PRAF)**

This form obtains academic approval for your study abroad program; notifies the University that you are abroad; and authorizes mailing of course pre-registration materials to your email address.

Step 1: Complete the following

Student name:	_____	Banner ID: @	_____	Program Dates:	_____	to Aug	_____
University attending:	_____			Provider:	_____		
Program Location (City & Country):	_____			Financial Aid Recipient?	Yes <input type="checkbox"/>		
					No <input type="checkbox"/>		
Fitchburg State University email address:	_____						

Step 2: Attach to this document the course description for each course you plan to take abroad.

Step 3: List in the first column any courses you plan to take abroad that you want to apply to a Fitchburg State University requirement. List in the second column the Fitchburg State University requirement that you want the course taken abroad to fulfill. List in the third column the number of credits for each course you plan to take abroad

Course Code & Title of Course You Plan to Take Abroad	Fitchburg State University Requirement To Be Fulfilled	Credits	OIE Approval	Advisor Approval*	Registrar Approval
<i>Example: ART4550: Aboriginal Art</i>	<i>ART Requirement</i>	<i>3</i>			

Step 4: List in the first column any course you plan to take abroad that you want to substitute for a specific Fitchburg State University course. List in the second column the specific course number and title (i.e., "PSY 2810 Cognitive Development") for which you want the course taken abroad to substitute. List in the third column the number of credits for each course you plan to take abroad.

# PRELIMINARY REGISTRATION APPROVAL FORM... "PRAF"

**Please note: If you change courses once you arrive, a revised PRAF must be completed.**

# PRELIMINARY REGISTRATION “PRAF” FORM PAGE 2; COURSE SUBSTITUTIONS

Course Code & Title of Course You Plan to Take Abroad	Fitchburg State University Course Number & Course Title To Be Substituted	Credits	OIE Approval	Departmental Advisor Approval	Registrar Approval
<i>Example: BA3150: Marketing to the World</i>	<i>BSAD 4330: International Marketing</i>	3			

**Step 5:** Arrange to meet with the Office of International Education (“OIE Approval”) to seek approval for the courses you have proposed.

**Step 6:** Arrange to meet with your Department Advisor to seek approval for the courses you have proposed. If your Advisor is unavailable, the Chair can sign.

**Step 7:** Obtain a digital copy of this form for your records.

**Step 8:** Submit this form to the Registrar’s Office for review. You will receive an email from the Office if the Registrar once the form has been processed.



# Transfer Credits

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- Once a transcript is processed, following completion of your semester abroad, the Office of the Registrar will collaborate with you and your departmental advisor to ensure transfer credits satisfy the appropriate LA&S requirement.
- This may include additional paperwork.





If you have any questions please contact our  
office.

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