

PLEASE ATTACH SEPARATE SHEETS FOR THE FOLLOWING INFORMATION:

1. Letter of Permission and confirmation of English from Home University (*sample letter included below*)
2. Academic transcript from your college or university listing courses you have taken to date at your home school.
3. A copy of the biographical page of your passport.

I certify, to the best of my knowledge, the information provided is correct.

Signature

Date

Submit All Documents to: Kimberly Sinclair, Director
USM International Programs
ksinc@maine.edu

Mailing Address:
PO Box 9300
Portland, ME 04104-9300 U.S.A.

Telephone: (207) 780-4959
24 hour answering machine

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* Sample Letter *

Letter of Permission

(Date)

RE: (Student's full name)

This Letter of Permission:

- Certifies that the above mentioned student is an officially registered student at (Home Institution Name) in the (Name of Program);
- Advises the University of Southern Maine that the student is in good academic standing and his/her participation in the USM online program has the approval of (Home Institution Name); and;
- Enables the student to register for the following course(s) at the University of Southern Maine and to guarantee transfer of the credits of those courses, if successfully completed, to the student's academic program at the (Home Institution Name). The student wishes to enroll in the following course(s):
 - Course 1
 - Course 2
 - Course 3
- (Home Institution Name) also confirms that the student has adequate proficiency in English to communicate well both verbally and in writing in order to take academic courses instructed in English.

(Name of the Home Institution Representative & Job Title)

(Signature)