



**CENTRE FOR ACADEMIC COURSES
ANNA UNIVERSITY, CHENNAI – 600 025.**

APPLICATION FOR FOREIGN EXCHANGE PROGRAMME

Name	
Roll No / Register Number	
Degree Programme	
Exchange Programme Semester	
Department / Campus	
Cumulative Grade Point Average	
Outstanding Arrears (if any)	
Name of the Foreign University	
Address	
Duration of the Period (With date)	
Mobile Number / E-mail ID	

The Following should be enclosed

- I. Call Letter from the Foreign Universities
- II. Memorandum of Understanding (MOU)
- III. Approval of the Department
(Copy of the Minutes of the Meeting)
- IV. Learning Agreement (Study Plan)
- V. Declaration by Parent (Annexure)

Signature (with date)
Exchange Programme Coordinator, AU

Signature (with date)
Concern Faculty Chairman

Recommended and Forwarded

Signature of HOD
(with date)

ANNEXURE
DECLARATION BY PARENTS

I, _____ F/O or M/O _____
studying _____ hereby _____
permit my son / daughter to undertake the _____.

I understand that the travel by rail / road / Airways and the stay outside the limits of the campus may involve risk of physical harm, under unexpected circumstances. I assure that my son / daughter is responsible for his behavior during the internship and I will neither blame the Institution nor demand compensation for the same for the results of any untoward incidents.

Thanking you,

Yours faithfully,