



# EXCHANGE STUDENT COURSE REQUEST FORM

Pace International – Study Abroad  
 161 William Street  
 16<sup>th</sup> Floor  
 New York, New York  
 10038  
 U.S.A.

## Personal Information

Name: (as in your passport) \_\_\_\_\_  
(First/Given Name) (Middle) (Last/Surname)

Home Institution \_\_\_\_\_

Email \_\_\_\_\_ Alternate Email \_\_\_\_\_

## Course Selection

You must meet the equivalent prerequisites at your home institution for all courses. **Note - enrollment in the courses listed below is not guaranteed. Graduate students should request at least 9 US credits. Undergraduate students should request at least 12 US credits.**

- Fall courses are posted on-line in mid to late April.
- Spring courses are posted on-line in mid to late November.
- **Please list only courses that are offered at the NYC campus, *not* the Pleasantville (PLV) campus.**

Using the course offerings posted for the same semester in the prior year at **Schedule Explorer:** <https://appsrv.pace.edu/ScheduleExplorerlive/> List your preferred courses below for the semester in which you plan to attend.

Select the following fields in Schedule Explorer:

Choose Term: Fall Spring Summer I Summer II Choose  
 level:  Undergraduate  Graduate  *\*Indicates Graduate-level only*

Choose Subjects: Business subjects include Accounting, Business, Finance, International Business\*, Law, Management, Marketing, Masters of Business Administration\*, Taxation

**Please submit your completed request form to Katie Burke at [kburke@pace.edu](mailto:kburke@pace.edu).**

## PREFERRED COURSES

	COURSE TITLE	COURSE SUBJ. & NO.	CRN (Course Registration Number)
	<i>Example: International Advertising and Promotion</i>	<i>MAR 352</i>	<i>20304</i>
1.			
2.			
3.			
4.			
5.			

## ALTERNATE COURSES

	COURSE TITLE	COURSE SUBJ. & NO.	CRN (Course Registration Number)
1.			
2.			
3.			
4.			
5.			
6.			