



**University of Hawai'i at Mānoa Study Abroad Center**

1890 East-West Road, Moore 115 Honolulu, HI 96822  
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uhmsac@hawaii.edu www.studyabroad.hawaii.edu

**To: UHM Faculty**  
**From: UHM Study Abroad Center**  
**Re: Academic progress report**

The student below has applied for admission to a University of Hawai'i at Mānoa Study Abroad Center program. In considering his/her application, we need your assistance in determining how the student is doing academically this semester.

TO BE COMPLETED BY THE STUDENT	
_____	_____
name	UH ID
_____	_____
study abroad program location	term
_____	_____
course alpha & number	course title

Please complete the information below as it pertains to this student's performance to date in your course, and return it by one of the following methods by the due date listed below:

- to the student in a sealed envelope
- in person to the Study Abroad Center: Moore 115
- via email to *uhmsac@hawaii.edu*

program term	due date
Spring (Kōbe, Japan only) ...	October 1
Spring .....	October 15
Summer .....	February 17
Year (Japan only) .....	March 1
Year & Fall .....	April 1

Thank you for your cooperation!

TO BE COMPLETED BY THE INSTRUCTOR	
Current grade _____	Estimated final grade _____
Comments _____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
Name _____	Signature _____