

November 2009

To Whom It May Concern:

\_\_\_\_\_ (*student first name last name*)  
would like to apply for the Florence Study Abroad Program for spring 2010. In order to participate in this program, he/she needs to have 12 units completed and a 2.0 GPA. The Study Abroad Program is requesting a progress report from each of his/her classes. **The report must be returned to Dr. Carla Kirkwood in the International Studies Office at Southwestern College (room 651) before the end of November 2009.**

Thank you for your cooperation.

Class	Grade	Instructor Signature	Date
<i>ex. Engl 114</i>	<u>B</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sincerely

*Dr. Carla Kirkwood*

International Studies Coordinator  
Southwestern College

Please return this form to:  
Dr. Carla Kirkwood  
International Studies Coordinator  
Southwestern College  
900 Otay Lakes Road  
Chula Vista, CA 91910