

TRAINING AND ACADEMIC PROGRESS UPDATE REPORT

The deadline for sending in the Report form by **January 15**. the Embassy reserves the right and has the authority to withhold your stipend if the form is not received by the stated deadline.

Send this form with your **end of term Grade Report or Transcript** to the attention of: -

**The Education Attaché
Embassy of Botswana
1531-1533 New Hampshire Avenue NW
Washington, DC 20036**

Please make sure that the form: -

1. **Is fully completed. *Incomplete forms shall be returned back to sender.***
2. **Has the required signatures and comments from you and your academic advisor.**
3. **Reaches the Education Attaché together with the grade report/transcript by **January 15**.**
4. **Has the Department stamp (The forms with no stamp will not be accepted).**

THERE ARE NO EXCEPTIONS TO THE REQUIREMENTS OF THIS FORM

**FAXED FORMS and GRADE REPORTS/TRANSCRIPT ARE NOT
ACCEPTED.**

TRAINING AND ACADEMIC PROGRESS UPDATE REPORT

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Reminder: Include your Fall term Grade Report and/or Transcript.

Name _____
Last name
First name
Middle initial

INSTITUTION: _____ SPONSOR: _____

Degree: _____ Major: _____

Beginning of External scholarship: month _____ day _____ year _____

Estimated date of completion: month _____ day _____ year _____

Trainee's Address Information

Mailing Address: _____

Telephone number: _____

E-mail address: _____

Course Registration Information

I completed the following courses in the last term: _____

200__.

Starting date(s): _____ Ending date(s): _____

COURSE NUMBER	COURSE TITLE	MEETS DEGREE REQUIREMENT	GRADE	NO. OF CREDITS
		<u>YES</u> or <u>NO</u>		
		YES or NO		
		YES or NO		
		YES or NO		
		YES or NO		
				Total:

Term GPA _____ **Cumulative**
GPA _____

Courses in which I am now enrolled in for this term of _____
 _____200____:

Starting date(s): _____ Ending date(s): _____

COURSE NUMBER	COURSE TITLE	MEETS DEGREE REQUIREMENTS	NO. OF CREDITS
		YES or NO	
		YES or NO	
		YES or NO	
		YES or NO	
		YES or NO	
			Total:

Comments on academic issues (Please comment on any aspects of your academic progress / status / Program that You consider to be particularly significant and worth noting by your sponsor).

Signature (Trainee)

month/day/year

This section is to be completed by the academic advisor.

The Embassy of Botswana-Education Attaché has to monitor all students whose scholarships are sponsored by the Government of Botswana. The monitoring has to be done on a regular basis for the purpose of verifying the students' continued academic progress and compliance with the Sponsor's conditions of training. You are therefore kindly requested to complete the section below. ***Please note that students are supposed to do one degree/major only and they are not allowed to change majors without a written permission from their sponsor.***

For questions and clarifications concerning this document, please feel free to contact the Embassy of Botswana- Education Attaché's office at Tel. # (202) 244-4990/1.

Your understanding is greatly appreciated.

Thank you!

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Academic Advisor's Name _____
Tel. # _____ Fax # _____
E-mail address _____

Trainee's Information:

Name: _____
Degree: _____ Program Title/Major _____
Estimated date of completion _____
Term GPA _____ Cumulative GPA _____

ACADEMIC TOTALS

Total Number of credits required for the degree _____

Total Number of Transfer credits _____
Total Number of earned credits (Including Transfer credits) _____
How many of the above credits do satisfy the degree requirements? _____
Total Number of credits remaining to complete the degree requirements _____

Comments (Please comment on any aspects of the trainees' academic progress that you consider worth noting).

Academic Advisor, Please note that your signature confirms that you have checked and thus agree with the information reported by the trainee and that the information is true to the best of your knowledge.

Signature (Academic Advisor)

Department's stamp (date)

Date