



Murray

MURRAY STATE UNIVERSITY

Institute for International Studies

165 Woods Hall

Murray, KY 42071-3304

Phone (270) 762-4152 Fax (270) 762-3237

Carmen Garland
University Scholarship Office
122 Ordway Hall
Murray, KY 42071

Dear Ms. Garland,

I, _____, currently receive a university scholarship that requires service hours each semester on campus at Murray State University. For the _____ semester, I will study abroad in _____. I will not be on campus for that semester. Therefore, I request an exemption from these service hours for the specified semester only. The Study Abroad Coordinator, Melanie McCallon, can verify my acceptance and participation in this exchange program.

Thank you,

Signature

Print Name

Social Security Number

Date