

The University of Georgia's Office of International Education

Undergraduate Transfer Credit Approval Form

for UGA Exchange and Non-UGA Study Abroad Programs

If you will be attending a **non-UGA Study Abroad Program** or **UGA Exchange Program**, the Credit Approval Form (CAF) serves to pre-approve **TRANSFER** credit brought in from your study abroad experience. In terms of transfer credit approval and your degree, **it is your responsibility to be familiar with the residency requirements for your degree**. Upon completion of this form, OIE will notify the Registrar, allowing for the release of your financial aid, including the HOPE and Zell Miller scholarships, for the term you will be abroad.



Checklist for OIE Study Abroad

- Meet with a Study Abroad Advisor
- Choose and apply to your program
- Pick up Credit Approval Form (CAF) from The Office of International Education (OIE)
- Work closely with your academic advisor regarding course credit approval
- Complete Student, UGA, and Study Abroad Program Information
- Complete Dean's Certification Request at OIE if required.
- Obtain Study Abroad Program Approval from OIE
- Complete Course Selection for your Program
- Obtain Course Approval from OIE and/or Departments
- Meet with Academic Advisor (sign off on courses)
- Turn in Credit Approval Form to OIE**

**** CAF fee due when you submit this form 5 weeks prior to your program's departure date.**

International Education Building • 1324 S. Lumpkin Street • Athens, GA 30602

Phone: (706) 542-2900 • Fax: (706) 583-0148 • Email inquiries: goabroad@uga.edu

Website: <http://www.uga.edu/oie/studyabroad.htm>

Important Information

Credit Approval Form Fee	Financial Aid and HOPE
<p><u>Program Type Selection : CAF Fee**</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> UGA Exchange Program (included in application fee) <input type="checkbox"/> USG Study Abroad Program: <u>\$125</u> <input type="checkbox"/> UNO-Innsbruck International Summer School: <u>\$125</u> <input type="checkbox"/> Non-UGA Study Abroad Program: <u>\$250</u> <p style="margin-left: 40px;">**CAF Fee will be billed to your Student Account.</p> <p>Note: This fee will only be imposed once per academic year even if you study abroad multiple times in a year.</p>	<p><u>Financial aid, including HOPE</u>, will be awarded based on the number of hours indicated on this form. The disbursement of HOPE, scholarships and financial aid (ex. Pell, loans, etc.) will <u>occur 10 days prior</u> to the start of the study abroad program or UGA semester date, whichever is later. Student Accounts will disburse your financial aid check to the permanent home address OR direct deposit the funds as per your student financial aid profile in OASIS. Direct deposit is recommended and may be initiated within OASIS. Contact the OIE office immediately if your credit hours change because your aid may be affected.</p> <p><u>Contact Information:</u> Financial Aid: 706.542.6187; www.uga.edu/osfa Student Accounts: 706.542.2965</p>
Transcript Requests and Grades	Studying overseas through another Georgia institution?
<ul style="list-style-type: none"> <input type="checkbox"/> All study abroad transcripts should be sent to the Office of International Education. <p style="margin-left: 40px;"><u>Send transcripts to:</u> Office of International Education, International Education Building 1324 S. Lumpkin Street, Athens, GA 30602</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Official transcript:</u> In order to receive credit for your study abroad, transcripts must be OFFICIAL and in English. If transcripts are in a Foreign Language, the student must obtain a certified translation. www.uga.edu/oie/satrancred.htm <input type="checkbox"/> <u>Grading:</u> Grades listed on an international transcript will be awarded pass/fail at UGA. U.S. transcript from U.S. accredited institutional transcripts will receive letter grade credits at UGA. <input type="checkbox"/> <u>IMPORTANT! Please note:</u> Substantial delays in posting international transfer credit are common, which could delay receipt of your next semester's financial aid. You may be required to pay tuition upon return to campus with reimbursement if appropriate through your financial aid. <u>If UGA OIE does not receive your transcript in a timely manner, financial aid will have to be paid back and future eligibility for financial aid will be at risk!</u> Please familiarize yourself with your program's procedures for requesting a transcript and do so in a timely manner. 	<p>You will need to transfer your HOPE to the hosting Georgia institution because that school will issue your HOPE (UGA will still issue federal aid). Find details at: www.uga.edu/oie/ofsa/hopetransient.html.</p>
Language Department Contacts	Pre-Departure Checklist
<p><u>Classics (Latin & Greek):</u> 706.542.9264 <u>Religion (Arabic & Hebrew):</u> 706.542.5356 <u>Comparative Lit. (Non-listed languages):</u> 706.542.2140 <u>Germanic & Slavic Languages (German, Russian, etc.):</u> 706.542.3663 <u>Romance Languages (French, Italian, Portuguese, Spanish):</u> 706.542.1075</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure your passport (& visa, if necessary) will not expire sooner than 6 months after you return <input type="checkbox"/> Make sure you are covered by health insurance plus medical evacuation and repatriation of remains through one of the following: 1) your study abroad program policy, 2) an individual UGA study abroad policy (brochure and enrollment form available at the Office of International Education); 3) Your personal policy plus an international student ID card (to cover evacuation and repatriation). International Student ID Cards may be purchased for \$23 at OIE. <input type="checkbox"/> Make an appointment with the Travel Clinic several months in advance in order to discuss required and recommended vaccinations for your destination. <input type="checkbox"/> Take your academic advisor's contact details in case you need to change courses while abroad, or for registering for the semester after your return.

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***Please submit this form to the Office of International Education (1324 S. Lumpkin Street, Athens, GA 30602) **5 weeks prior** to your program's departure date. Also, please keep a copy of this form for your records. Questions? Call our office at (706) 542.2900.*

Part 1: Student Information

Name: _____
Last (Family) First Middle UGA Student ID # (810...)

Local Address: _____ Local Phone: _____
(Street, City, State, Zip Code, Country)

Permanent Address: _____ Cell Phone: _____
(Street, City, State, Zip Code, Country)

UGA Email: _____ Alternate Email: _____

Part 2: UGA Information

Name of Academic Advisor: _____ Department: _____

Major(s): _____ Minor(s): _____

Academic level during study abroad: 1st Year 2nd Year 3rd Year 4th Year

Do you receive HOPE? Yes No Do you receive other financial aid or scholarships? Yes No

List scholarships (if applicable): _____

May we share your name and email with students interested in your study abroad program? Yes No

Part 3: Study Abroad Program Information

Program Name: _____ Program Start Date: _____

City & Country Destination: _____ Program End Date: _____

Program Contact Person: _____ Email: _____

Program's Address: _____ Phone: _____
(Street, City, State, Zip Code, Country)

Will your term abroad include a credit-bearing internship? Yes No
(If yes, please attach an official letter indicating your departments approval of the internship.)

What university will issue your study abroad transcript? _____
(This may differ from the hosting institution; please contact your program coordinator for details).

Office of International Education: University and Program Approval:

(All Non-UGA programs and universities must be approved by OIE to ensure credit transfer).

Signature

Date

Part 4: Course Information and Equivalencies

Section A. Student Section: Study Abroad Courses. List courses to be evaluated for UGA equivalents. List extra courses in case a course is cancelled, schedule conflicts arise, or you choose to add/drop. **You must attach a course description or syllabus for each course listed below** and mark the course as ‘S’ for semester or ‘Q’ for quarter.

Section B. Office of International Education (OIE) Section: Study Abroad Course Equivalents. Take this form to the Office of International Education and drop it off. Allow for 1 week to process. Go back and pick up the form for the next step. During this week, set up an appointment with your academic advisor.

Section C. Foreign Language and/or Department Section (if applicable): Study Abroad Course Equivalents In addition to Section B, if you are studying a language or seeking credit for specific degree courses (students in Terry, etc), take this form to the appropriate language or degree seeking department for equivalency determination. If you are seeking approval for multiple degrees and/or languages courses, complete a Credit Approval Form for each degree or language specific course and submit all the documents at one time with one Credit Approval Form fee.

Section D. Academic Advisor Section: Type of Credit After picking up this form from the Office of International Education and/or Language/Departments, take this form to your academic advisor during your scheduled meeting. Discuss how courses taken abroad will fit into your degree program (major, minor, elective). During this meeting, consult with your academic advisor to determine whether you will need additional departmental approvals. If so, determine protocol and proceed.

Section A: Student Section—Study Abroad Courses			
Course Title	Course #	Hours	S/Q
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Section B: OIE	
Course Equivalents	Hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Section C: Lang./Dept.	
Course Equivalents	Hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Section D: Academic Advisor	
Course Equivalents (specify major, minor, elective, or core)	Hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signature of Student _____ MM/DD/YYYY _____ MM/DD/YYYY Sign. Of OIE _____ MM/DD/YYYY Sign. Dept.Rep. _____ MM/DD/YYYY Sign. Of Academic Advisor MM/DD/YYYY

Part 5: Number of Credit Hours

Please indicate the number of courses & hours for which you intend to enroll. If this number changes, contact OIE ASAP!

Credit hours are as follows: Semester Hours Quarter hours

Indicate appropriate study abroad term: Fall Spring Summer # of courses: _____ # of hours: _____

Student Signature: _____ Date (MM/DD/YYYY): _____