



UNI Study Abroad Transfer Course Pre-Approval Instructions

The **PURPOSE** of this form is:

- 1.) to identify the Study Abroad college and/or program you have selected
- 2.) to secure an agreement between you and UNI that, upon successful completion, specific courses taken abroad will satisfy UNI degree requirements
- 3.) NOT to be a precise list of what you will definitely take, rather to provide you with evaluations of courses you MAY take while abroad

STEPS:

- 1.) **Review your UNI Degree Audit** with your advisor and identify areas you need to complete for graduation
- 2.) **Research the program** you wish to attend and determine courses you may be eligible to enroll in (using [www](#) or transfer college catalog)
- 3.) **Complete the Study Abroad Transfer Course Pre-Approval Form**
 - a. List transfer college course numbers (if applicable)
 - b. List exact course titles from Study Abroad school
 - c. Identify the number of international credits awarded for each course
 - d. Identify which UNI course you are trying to satisfy (if applicable)
 - e. Identify whether you are looking for major, minor, LAC or elective credit
- 4.) **Print and attach the course descriptions** for each course listed
- 5.) **Obtain approvals** as follows:
 - a. **Major/Minor/Certificate Credit** – Departmental Approval
 - b. **Liberal Arts Core** – Enrollment Services (ES): Admissions
 - c. **General University Electives** – ES: Admissions
- 6.) **Return completed Study Abroad Transfer Course Pre-Approval Form to ES: Admissions** – Towers 130 for final approval and record keeping.

PLEASE NOTE:

Final decisions regarding the application of credit toward UNI degree requirements can be made only after the student returns from their Study Abroad experience and official transcripts have been received and evaluated. ***It is a good idea to bring back course syllabi and final papers for all courses completed.***

Questions? Contact:

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UNI Study Abroad Center

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**** IMPORTANT INFORMATION ****

Transfer Course **Pre-Approval**

- ***Credit earned from community colleges*** (2-yr colleges)
 - A maximum of 65 semester hours from a 2-yr college may be applied toward the UNI degree **hour** requirement
 - Credit beyond the 65 semester hours...
 - will be entered on your record
 - may be used to meet specific course requirements
 - is not mathematically included in the total number of semester hours needed for graduation
- ***Required courses***
 - Course work taken at other institutions will meet major and/or minor requirements when the transfer courses are evaluated as EXACT equivalents of courses required for your major and/or minor.
 - Course work taken at other institutions may be applied toward the UNI Liberal Arts Core, where appropriate, with or without exact equivalents.
- ***To repeat a failed UNI course by taking a transfer course, the transfer course...***
 - must be an on-campus class
 - cannot be a taken through correspondence
 - cannot be examination credit
- ***It's my last semester before I graduate!***
 - The last semester or full summer session before your graduation must be completed in residence at UNI.

Study Abroad Transfer Course Pre-Approval (Page 2)

COURSE INFORMATION

Course

1

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

Course

2

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

Study Abroad Transfer Course Pre-Approval (Page 3)

Student name _____

Course

3

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

Course

4

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

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Course

5

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

Course

6

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

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Student name _____

Course

7

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

Course

8

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

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Course

9

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____

Course

10

Transfer Course Number: _____

Transfer Course Title: _____

International Credits/Units: _____ or ECTS Credits _____

Desired UNI Equivalent: _____ to meet: Major Minor LAC elective (circle one)

OFFICIAL APPROVAL

Approved for UNI course number _____

Sem hrs _____ (after conversion, if applicable) LAC Category (if applicable) _____

Print name _____ Dept _____

Signature _____ Date _____

Notes:

Admissions Signature _____ Date _____