

# STUDY ABROAD APPROVAL

## For Non-UNI Study Abroad Programs

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed by: \_\_\_\_\_

Complete (circle one): Yes No

Please read instructions on page 2 carefully. Type or print legibly.

Name: \_\_\_\_\_ UNI ID: \_\_\_\_\_  
Last First Middle  
Current Phone #: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

### Program Information

Program Name: \_\_\_\_\_  
Sponsoring Institution or Organization: \_\_\_\_\_  
Transcript issuing institution: \_\_\_\_\_ Number of credits you plan to take: \_\_\_\_\_  
Program Dates \_\_\_\_\_ City/Country \_\_\_\_\_  
Program Director/Contact Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_  
Sponsoring organization web site: \_\_\_\_\_ Program web site: \_\_\_\_\_  
Overseas Contact Name & E-mail (if any) \_\_\_\_\_, \_\_\_\_\_

### Applicant Information

Local address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Street City/State/Zip  
Permanent address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Street City/State/Zip  
Academic Classification (during program):  FR  SO  JR  SR  GRAD  Non-Degree  Other  
Major(s): \_\_\_\_\_, \_\_\_\_\_ Minor(s): \_\_\_\_\_, \_\_\_\_\_ Certificate: \_\_\_\_\_  
GPA (cum): \_\_\_\_/4.0 Expected graduation (Mo/Yr): \_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Gender:  Male  Female Residency:  Iowa Resident  Non-Resident  
Predominant Racial/Ethnic Group (optional):  Native American/Alaskan Native  Black, Non-Hispanic  
 Asian/Pacific Islander  White/Non-Hispanic  Hispanic  
Country of citizenship:  U.S.  Other: \_\_\_\_\_  
Do you have a passport?  Yes  No Passport Number: \_\_\_\_\_  
Will you use financial aid (grants, scholarships, loans) to help pay for your program?  Yes  No  
Have you filed a FAFSA for the study abroad period?  Yes  No (If not, please complete it as soon as possible.)

To the best of my knowledge, the information in this application is correct. I will notify the Study Abroad Office of any changes that may occur.

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

# APPROVAL SIGNATURES

## OFFICE OF ADMISSIONS

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The proposed program abroad has been approved for UNI transfer credit. The course(s) will be transferred as graded credit and will be included in the student's transfer G.P.A. unless the student submits a written request to the Office of Admissions. During the program, the student will be registered at UNI as well as:

- at another US institution     at a recognized institution/institute abroad

Office of Admissions signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADVISOR

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**I am aware of the above-named student's plan to study abroad and understand that the student will require my assistance with preliminary transfer credit evaluation prior to studying abroad. I understand that I may be asked to provide assistance with other academic matters - such as registration for classes while abroad - before, during and after the program.**

Mr/Ms/Dr. \_\_\_\_\_ Title: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Address & Mail code: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDY ABROAD

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This program has been reviewed and approved by the Office of International Programs. The student is eligible to participate in the proposed program and has been advised about the services available through this office.

Study Abroad signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ***STEP-BY-STEP APPROVAL PROCESS***

**If you wish to apply credits earned on a non-UNI sponsored academic program abroad toward your degree at UNI, we suggest that you complete the approval process before, rather than after, you participate.**

**To secure approval for the program itself and for your participation in the program, you will work with the following offices and individuals at UNI:**

- 1) Office of Admissions,
- 2) Your Advisor/Department
- 3) UNI Study Abroad, Office of International Programs

### **Approval Checklist:**

- Obtain program information (brochures, course descriptions and other relevant supporting documentation) from the program provider (US or foreign educational institution or organization) sponsoring the program.
- Complete the Study Abroad Preliminary Credit Approval Form with all the required signatures. The form is available from the Office of Admissions and from the Office of International Programs. Attach course descriptions.
- Make an appointment with the Study Abroad Coordinator after approval from the Office of Admissions is secured. Bring copy of signed Approval Form and supporting documentation with you.
- Apply for the program directly after securing study abroad approval.
- Make an appointment with the Study Abroad Coordinator after notification of acceptance.
- Receive Study Abroad Handbook and plan to attend Know Before You Go pre-departure orientation.

UNI Study Abroad, Office of International Programs, 59 Baker Hall, UNI, Cedar Falls, IA 50614-0520  
Tel: 319.273.7652 Fax: 319.273.2921 URL: <http://www.uni.edu/studyabroad>