

APPROVAL SIGNATURES

OFFICE OF ADMISSIONS APPROVAL

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 G.P.A. unless the student submits a written request to the Office of Admissions.

The student will be registered at (please check one):

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

Office of Admissions signature: _____ **Date:** _____

STUDY ABROAD CENTER APPROVAL

This program has been reviewed and approved. The student is eligible to participate in the proposed program.

Study Abroad Center signature: _____ **Date:** _____

ADVISOR APPROVAL

I am aware of the above-named student's plan to study abroad and support the student's application. I will provide the necessary assistance (recommendation, transfer credit evaluation, registration for classes) before, during and after the program abroad.

Advisor signature: _____ **Date:** _____

Mr/Ms/Dr. _____ Title: _____ Department: _____ College: _____

Campus Address & Mail code: _____ Phone _____ E-mail: _____

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, signatures must be secured from the following offices and individuals at UNI:

- 1) Office of Admissions
- 2) Study Abroad Center
- 3) Your Advisor

Approval Checklist:

- Request program brochures, course descriptions and other relevant supporting documentation from the program provider (educational institution or organization) sponsoring the program before filling out the Approval Form.
- Submit the Approval Form to the Office of Admissions with the required supporting documentation.
- After approval from the Office of Admissions is received, make an appointment with the Study Abroad Coordinator. Bring Approval Form and supporting documentation with you.
- See your advisor to secure departmental approval for your participation in the program (signature).
- Complete the Study Abroad Preliminary Credit Approval Form (available in the Office of Admissions and the Study Abroad Center) and submit it to the Office of Admissions.
- Submit your application to the program provider. After receiving your letter of admission from the program, visit the Study Abroad Center for further information.

Return to:
Study Abroad Center, 59 Baker Hall, UNI, Cedar Falls, IA 50614-0520
Tel: 319.273.7652 Fax: 319.273.2921