

STUDY ABROAD ACADEMIC ADVISING FORM (Page 1 of 2)

STEP 1: Student Information

UFID#: _____ FIRST & LAST NAME: _____ EMAIL: _____ CLASS CODE: _____
 PROVIDER/PROGRAM NAME: _____ LOCATION: _____ TERM ABROAD: _____

STEP 2: GPA Check - To be completed by the UF International Center (UFIC) **BEFORE** you see your undergraduate and academic advisors:

Student GPA: _____ UFIC APPROVAL: _____ Yes Innovation Academy Exchange Program (UFGPA Credit) **UFIC Signature:** _____
 Conditional approval pending end of semester GPA: _____ (UFIC initial) Non-UF Program (Transfer Credit) **Date: _____

STEP 3: Course Selection & Approval

Student: List Foreign Courses

Undergraduate Advisor:
(Department-Specific)

Provide UF course equivalencies for the foreign courses listed below. Supporting materials should be provided by the student. ***Please note that equivalencies are not required for institutions in the State University System of Florida.**

Foreign Course Number & Title: _____ # of Credits: _____	Applicable to: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Upper Division Electives <input type="checkbox"/> Gen-Ed Electives	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____
Foreign Course Number & Title: _____ # of Credits: _____	Applicable to: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Upper Division Electives <input type="checkbox"/> Gen-Ed Electives	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____
Foreign Course Number & Title: _____ # of Credits: _____	Applicable to: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Upper Division Electives <input type="checkbox"/> Gen-Ed Electives	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____
Foreign Course Number & Title: _____ # of Credits: _____	Applicable to: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Upper Division Electives <input type="checkbox"/> Gen-Ed Electives	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____

STEP 4: Credit Hours

1. I WILL EARN _____ CREDIT HOURS WHILE ABROAD
2. I WILL EARN _____ OTHER CREDIT HOURS WHILE ABROAD (i.e. on-campus, distance learning)

TOTAL NUMBER OF CREDITS: _____ (Lines 1 + 2)

ACADEMIC-YEAR APPLICANTS ONLY: DURING MY SECOND SEMESTER ABROAD, I WILL EARN _____ CREDIT HOURS + _____ OTHER CREDIT HOURS.
 Please Note: Financial aid will disburse according to the total hours reported on this form. **You must immediately report any change in hours to your Study Abroad Advisor.**

STEP 5: Academic Advising Check & Student Signature - Meet with your Academic Advisor (in your college) to ensure this program complements your academic career.

Academic Advisor Signature: _____
 Printed Name of Academic Advisor: _____
 Dept./Title: _____
 Phone: _____ Date: _____

Student Signature: _____ Date: _____

INNOVATION ACADEMY STUDENTS ONLY

IA Advisor Signature: _____ Date: _____
 Printed Name of IA Advisor: _____

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STEP 6: Review Policies Below and Sign

ALL STUDENTS must notify UFIC of any overseas credit changes within 10 days of the change.

Types of Programs

- **Non-UF Programs** – You will receive transfer credit and letter grades. The letter grades will show on your UF transcript but will not factor into your UFGPA. If you want credit to be applied to your major or minor, you must obtain approval from the corresponding department on campus for each course you will take.
- **Exchange Programs** – You will receive UFGPA credit and letter grades. The letter grade will be factored into your UFGPA. You must obtain UF course equivalencies for each course you will take abroad, including those outside your major or minor. The equivalencies must be from the corresponding UF undergraduate advisor.

Credit Transfer

- To receive credit for courses while abroad, you must have approval from the undergraduate advisor for that department and from your academic advisor. Only the UF department that would teach that course on campus can designate the UF course equivalency. For example, if the foreign course is a history course, it needs to be approved by the history department.
- All coursework completed overseas will be posted on your UF transcript.

Course Equivalencies

- Before meeting with the advisor, select courses, including alternate choices.
- Bring course materials (i.e. catalogs, descriptions, etc.) so UF course equivalencies can be determined.

S/U Credit (Pass/Fail)

- If you plan to take a course for S/U credit (pass/fail), you must follow the Office of the University Registrar's procedure for applying for S/U grades.

Transcripts

- In order to post foreign grades and coursework to your UF transcript, the University of Florida Registrar requires UFIC to obtain the official transcript in its original and unopened envelope from the host institution; faxed/emailed transcripts are not accepted. Please have your transcript sent to the address below:

UF International Center
Transcript Processing
1765 Stadium Rd., Suite 170 HUB
P.O. Box 113225
Gainesville, FL 32611-3225

- **Under normal circumstances, please allow 2-3 months upon program's completion for grades to be posted.**
- **Please see your Study Abroad Advisor to discuss any concerns you may have about the posting of your grades and/or possible delays to your graduation.**

I understand and acknowledge the policies outlined above:

Student signature: _____

Date: _____

Step 7: GRADUATING SENIORS

It is your responsibility to ensure that the host institution provides an official transcript to the UF International Center by posted deadlines in order to graduate.

Please initial: _____