

UGA GRADUATE STUDENT
Pre-departure Credit Approval Form for Study Abroad
(not applicable for students on UGA study abroad programs)

Instructions

- I. Complete sections I and II of the attached form.

- II. Obtain letters that verify that credit earned through a study abroad or exchange program may be applied to the program of study for the graduate degree. Written verification must be obtained from *all* of the following officials:
 1. student's major professor at UGA,
 2. student's graduate coordinator, and
 3. Dean of the Graduate School (submit this form and previous two letters to the Graduate School for letter of approval from the Dean)

- III. In order to receive verification from each of the parties stated above, you must present them with: 1) the *UGA Graduate Student Pre-departure Credit Approval Form for Study Abroad* with sections I and II completed, 2) information regarding the study abroad program in which you are participating, and 3) detailed descriptions of the courses in which you plan to enroll overseas.

- IV. Attach letters and program and course descriptions to this form; return with CAF Fee at least 3 weeks prior to departure. *Ideally, the CAF should be submitted at the end of the semester prior to the start of the study abroad program.*

*The University of Georgia
Office of International Education
International Education Building
1324 S. Lumpkin Street
Athens, GA 30602*

*Phone: (706) 542-2900
Fax: (706) 583-0148*

V. Fee Schedule:

UGA Exchange Programs	\$125, <i>payable as Exchange Program Application Fee</i>
USG Programs	\$125
All Other External/Affiliate Programs	\$250

Note on Transfer of Credit: Depending upon the program in which you participate, credit earned may be resident credit or transfer credit. To determine which type of credit you will receive, please contact a study abroad advisor from the Office of International Education at 706-542-2900. If you will be receiving transfer credit, it is important that you contact the Graduate School about policies related to transfer credit. A final decision on transfer of credit can be made only after the student returns from abroad and presents appropriate records/transcripts. **Have Study Abroad Transcripts Sent to: Office of Graduate Admissions, University of Georgia, Athens, GA 30602-7402. See next page for additional details on transfer credit procedures.**

Note on Financial Aid: If you anticipate using your financial aid for overseas study, you must complete this form and return it with written verification from your major professor, graduate coordinator and the Dean of the Graduate School to the Office of International Education. Submit a copy of this form and all written verification to the Student Financial Aid Office, (this assumes that students apply in a timely manner for financial aid according to guidelines published by the UGA Student Financial Aid Office).

(Retain instruction sheet with a copy of the completed CAF for your future reference)

Purpose, Policies and Procedures: UGA Graduate Student Pre-departure Credit Approval Form for Study Abroad

Completion of the *Pre-departure Credit Approval Form for Study Abroad* is an important part of a student's preparation for overseas study. This form is designed to:

- (a) outline the academic program that a student intends to pursue while abroad,
- (b) initiate a preliminary consultation and agreement with the student's major professor, graduate coordinator, and the dean of the Graduate School, who will indicate to the student if and how the credit will count in the student's particular degree program,
- (c) serve as an official indicator to the Student Financial Aid Office and the Banking and Trust Department that the student is on an overseas study program that has been approved by the University of Georgia, and
- (d) serve as an official indicator to other parties (e.g., insurance companies, lenders, etc.) that the student is enrolled in a UGA-approved program of overseas study.

Important General Information:

- (a) *Final decisions* regarding the evaluation of the student's transfer credit and its applicability toward UGA degree requirements can be made only after the student returns from abroad and presents appropriate records and transcripts.
- (b) *The student must request* that the study abroad program coordinator or registrar of the overseas institution airmail OFFICIAL copies of his/her transcripts or grade reports to the Office of Graduate Admissions, The University of Georgia, Athens, GA 30602-7402. THIS IS THE STUDENT'S RESPONSIBILITY. If transcripts are not written in English, an OFFICIAL, written English translation must be provided. Students are responsible for obtaining official translations. Students may experience delays in the foreign institution's creation of the transcript, the mail may be slow, and it will take the Office of Graduate Admissions some time to evaluate and post transfer credit to a student's academic record.
- (c) *In order to receive credit*, courses taken overseas must not be duplicates of any courses that have already been completed at UGA or any other institution. Successful completion of overseas courses will help assure that the student will receive resident or transfer credit at the University of Georgia. It is the student's responsibility to register for overseas courses that are applicable toward his/her degree. Information concerning specific degree requirements may be obtained from The University of Georgia *Graduate Bulletin*, the student's major professor, graduate coordinator, and the dean of the Graduate School. Students may wish to communicate with their major professor and/or graduate coordinator while they are overseas through e-mail; ask your major professor about this option.
- (d) *The student should retain* all notes, exams, essays, syllabi, course descriptions, handouts, and other course materials. Students may be asked to provide these materials to determine course equivalencies, course credit, and time spent in courses. If necessary ship these materials home, if they do not fit in your luggage. Students should retain a copy of the *Pre-departure Credit Approval Form for Study Abroad*, all written verification from their major professor, graduate coordinator, and the dean of the Graduate School, and all other such records for their personal files.
- (e) *Transfer credit* may be allowed when recommended by the student's major professor, graduate coordinator, and the dean of the Graduate School. Such transfer of credit cannot exceed 6 semester hours for master's level students or 9 hours for doctoral candidates (*although greater amounts of credit may be negotiated for official UGA exchange programs*) and must fall within the time limit of the degree. No credit with grades below B may be transferred. Transfer grades are not used in calculating cumulative averages.

The processing of the final transfer credit also requires students to submit an additional Graduate School "Request for Transfer Credit" form, signed by department, which details the specific class equivalencies approved by the department. The form should be completed only after UGA receives the host university transcript. Form available online at:

http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html

- (f) *Full-time enrollment* for graduate students is 9 semester hours per term during the academic year, and 6 semester hours during the summer.

**UGA GRADUATE STUDENT
Pre-departure Credit Approval Form (CAF) for Study Abroad**

I. Personal, Academic, and Financial Aid Information

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

Local Mailing Address and Phone:

Street or P.O. Box

City State Zip Telephone # (include area code)

Permanent Mailing Address and Phone:

Street or P.O. Box

City State Zip Telephone # (include area code)

E-mail: _____

E-mail abroad: _____

Level in school: Master's Doctorate

Field of Study: _____

Major Professor at UGA (Name and Department, attach letter):

Graduate Coordinator at UGA (Name and Department, attached letter):

Do you receive financial aid at UGA? Yes No If yes, specify type of aid:

How many credit hours will you enroll in during each quarter/semester while abroad?
(Please indicate whether study abroad program credit will be recorded in quarter or semester hours by filling in only appropriate column.)

Semester System Credit Hours

___ Fall Semester
___ Spring Semester
___ Summer Semester
___ Maymester

Quarter System Credit Hours

___ Fall Quarter
___ Winter Quarter
___ Spring Quarter
___ Summer Quarter

II. Information about your program

Is this an official UGA Exchange Program? Yes No

Sponsoring University/Organization: _____

Sponsor's Address/Phone number: _____
Street or P.O. Box

<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country</i>
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<i>Telephone # (include area code)</i>	<i>Email</i>
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Contact Person: _____

Which university will issue an academic transcript for this study abroad/exchange program?

Enrollment Dates: From ____/____/____ to ____/____/____

Term(s): ___ Fall Semester ___ Spring Semester ___ Summer Semester ___ Maymester
 ___ Fall Quarter ___ Winter Quarter ___ Spring Quarter ___ Summer Quarter

Study Location: _____

<i>City</i>	<i>Country</i>
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