

Academic Advising Form for Study Abroad (Page 1 of 2)

Please complete this form in order of Steps 1-5. Once the form is complete, email it to sas@ufic.ufl.edu.

STEP 1: Student Information

UFID#: _____ Full Name: _____ Email: _____ Innovation Academy: _____
 Program Name/Provider: _____ Location: _____ Term Abroad: _____
 Program Type: Exchange (*UF GPA Credit*) Non-UF (*Transfer Credit*)

STEP 2: Course Selection & Approvals

For Student: Please list your foreign courses

For Undergraduate Coordinator (Department-Specific): Please assign UF course equivalencies for the student's foreign courses based on supporting materials they provide. **Equivalencies are not required for Florida institutions in the State University System.**

| | | |
|---|--|--|
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |
| Foreign Course Number & Title: _____ _____ # of Foreign Credits: ____ | Applicable to: Major Minor Gen-Ed _____ Elective _____ | UF Course Prefix and #: _____ # of UF Credits to Be Awarded: ____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____ |

Academic Advising Form for Study Abroad (Page 2 of 2)

STEP 3: Credit Hour Totals

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.

1. I will earn _____ credit hours abroad
2. I will earn _____ other credit hours while abroad (on-campus, online, etc.)
_____ is my total number of credit hours for the semester I'm abroad (lines 1 + 2)

*Academic Year students: During my second semester, I will earn _____ credit hours abroad and _____ other credit hours, for a total of _____ *

STEP 4: Academic Advising Check

Meet with your Academic Advisor (in your college) to ensure this program complements your academic career.

Academic Advisor Signature: _____ Printed Name of Academic Advisor: _____ Date: _____
Title & Department: _____ Phone: _____ Student's GPA: _____

Innovation Academy Students Only

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

STEP 5: Review Policies Below & Sign

Types of Programs

- **Non-UF Programs** - You will receive transfer credit and letter grades. Your course information and grades will not show on your UF transcript and 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 coordinator.

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 coursework and grades to your UF transcript, the UF Registrar requires us to obtain your official foreign transcript in an original and unopened envelope. Please work with your host institution to have this mailed to the UF International Center.
- Under normal circumstances, please allow 2-3 months upon your program's completion for grades to be posted.
- Please speak with your Study Abroad Advisor about 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: _____

Graduating Seniors: It is your responsibility to ensure that your host institution provides an official transcript to the UF International Center by posted deadlines in order to graduate. **Please initial to signify you understand:** _____



UF ABROAD

INTERNATIONAL CENTER
UNIVERSITY OF FLORIDA