



## International Programs

### Education Abroad Advising Agreement and Permit for Transient Study

All UNCW study abroad (SA) and exchange (EX) students must complete this Transient Study Form prior to departure, unless otherwise advised by the Office of International Programs (OIP). Please allow a minimum of three (3) weeks for this form to be processed.

#### Directions for completing this form:

1. Meet with your academic advisor to discuss your academic goals and program choices. Then visit your selected host institution's web site or review its course catalog to select your desired courses while abroad. With your selections, complete the left hand side of the **Course Selection Table** (located on the opposite side of this form).
2. In the Course Selection Table, please list the courses you prefer to take at your host school, as well as several alternates. For each course selected, retain a copy of the course description from the host institution's course catalog or web site. (This information will be essential to your academic advisor/department chair to determine the UNCW course equivalent).
  - a. In the *Credit Units* column, make sure to note the credit value (e.g., 15 points, 7.5 ECTS) that has been assigned to the course by your host school.
3. Once the left hand side of the Course Selection Table is complete, you must visit the corresponding [academic departments](#) at UNCW to obtain the course equivalencies with [departmental approval](#). (For example: Students selecting history courses at the host institution will need those courses approved by the History Department Chair.) **For courses fulfilling general elective credits, obtain the approval of the department chair within your major.**
  - a. With the assistance of your department chair, refer to the International – *UNCW Credit Conversion Guide* at [www.uncw.edu/international/abroad/academicresources.html](http://www.uncw.edu/international/abroad/academicresources.html) to determine the UNCW credit value of each foreign course.
4. Once the Course Selection Table is complete and the form has been signed by your academic advisor and the department chair of your major (if applicable), return the form to OIP. **Please make sure at least 12+ credits have been selected per semester program.**
5. Upon review and approval of this form, OIP will forward the form to the UNCW Registrar. A copy of this form will be kept on file in the Registrar's Office and OIP.
6. **For students requesting an exception to the Residency Requirement:** The department chair for your major will need to complete the Residency Requirement portion of this form (see box below), and then forward the form to the appropriate Dean with a letter of explanation.

#### Additional Information:

- Once you have completed your program, your host institution must mail an official transcript to UNCW OIP in order for you to receive course credit.
- If program courses are completed without prior UNCW approval, you must submit a supplemental Transient Study Form, listing those additional courses.  
**No credit will be guaranteed for course work done without prior written approval.**
- No transfer credits will be awarded for courses in which the student earned a grade of C- or below. Refer to the grade conversion scales: [www.uncw.edu/international/abroad/academicresources.html](http://www.uncw.edu/international/abroad/academicresources.html)
- **Please note:** It is your responsibility to assure you do not take any classes for which you have already received academic credit.
- Cameron School students taking business courses abroad that will be transcribed by a U.S. institution should complete the domestic transient study form for those courses.

#### For Office Use Only: Residency Requirement

**While UNCW will accept up to 90 credit hours from all institutions attended, only 64 credit hours may be transferred from a 2-year institution.**

To qualify for the bachelor's degree, must be enrolled in a degree program at UNCW and must have completed: (1) a minimum of 25 percent of the credit hours required for graduation through courses offered at UNCW and (2) 15 semester hours in the major at the 300-400 level. Exceptions to requirement (2) may be made only with the approval of the department chair or school director and appropriate dean. Requirement (1) may not be waived.

**Request:**  Approved  Denied \_\_\_\_\_ **Request:**  Approved  Denied \_\_\_\_\_

Department Chair Signature

Date

Dean Signature

Date

# Education Abroad Advising Agreement and Permit for Transient Study

This form is in lieu of the UNCW *Permission for Transient Study* and must be used by all UNCW students wishing to transfer courses back to UNCW from an approved UNCW education abroad program.

**Personal Information:**

Student's name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Major(s)/ Minor: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

Do you plan to graduate at the end of your last term abroad?     Yes     No

Do you intend to use financial aid towards your study abroad?     Yes     No

**Program Information:**

Host University/Program Name: \_\_\_\_\_

Host City and Country: \_\_\_\_\_

University Providing Transcript: \_\_\_\_\_

Program Term(s):     Summer 20\_\_     Fall 20\_\_     Spring 20\_\_     Full Academic Year 20\_\_

Academic calendar at host institution:     Semester calendar     Other \_\_\_\_\_

**I have carefully read all instructions and notes on the front and back of this Transient Study Form**

YES     NO    Student \_\_\_\_\_    Date \_\_\_\_\_

**Course Selection:**

**Courses to be completed at HOST Institution:** (section to be completed by student):

DEPT.	Course Number	Course Title	Credit Unit Type & Value

**Equivalent courses at UNC WILMINGTON** (section to be completed by the Dept. Chair(s):

DEPT.	Course Number	Course Title	Credit Hours	Elective Hours	Dept. Chair Signature

**Items of Note\***

**Students:**

- Typically, final course registration will occur **AFTER** your arrival at your host institution. Because we **cannot guarantee** that all of your preferred courses will be offered, we ask that you **list desired course alternatives**.
- If you have not declared your major, your General College Advisor may provide the signature on line no. 1 located at the bottom of this sheet.
- If you are a student in the Cameron School of Business, you must submit this completed form prior to departure. You must come to Congdon Hall 1020 during the application process and obtain an advisor's signature on line 1 located at the bottom of the sheet. You will need to seek the corresponding department chair signatures for each of the courses you are taking. Finally return the completed form to Congdon Hall 1020 and they will obtain Dr. Nivine Richie's final approval and route for signatures 3-4.

**Academic Advisors and Department Chairs:**

- Please ensure that the student lists several course alternatives on this form, as final course registration will not occur until after the student arrives at the host institution.
- Please discuss with the student how the selected courses will transfer to UNCW (for example: as electives, to fulfill Basic Studies requirements, major/minor requirements).
- In assigning equivalent course numbers, you may consider assigning your department 3 letter prefix with international designations 294, 394 or 494 for 1 to 6 credits per course. If you wish to assign general elective credit, please do so by noting ELEC 001 and the appropriate credit value. These options are particularly useful to use in conjunction with a 3 credit UNCW course, when the foreign course warrants 4 or more credits.

**Questions? Contact Office of International Programs: 910.962.3685**

**Please obtain the following signatures in the order listed:**

1) Major Academic Advisor\* \_\_\_\_\_ Date \_\_\_\_\_      2) Major Department Chair\* \_\_\_\_\_ Date \_\_\_\_\_  
 3) Director, Education Abroad (OIP) \_\_\_\_\_ Date \_\_\_\_\_      4) Registrar (Form submitted by OIP) \_\_\_\_\_ Date \_\_\_\_\_