

# Undergraduate Study Abroad Request for Prior Approval of Transfer Credit

UMass Boston | Office of Global Programs CC-2-2100 | [studyabroad@umb.edu](mailto:studyabroad@umb.edu) | 617.287.5586

**TIP:** This form is a fillable PDF. Download this form to your desktop BEFORE starting, to avoid PDF view/edit issues and use ADOBE. You can get a free version of Adobe reader here: <https://get.adobe.com/reader/>

## INSTRUCTIONS:

Carefully complete each step listed below.

**Please note:** This form is required for each student who is studying abroad. You must submit this from between 4-8 weeks before departure to your program.

## PREAPPROVAL STEPS: 1-7 (Student/Registrar/Major/Minor/Study Abroad)

**Step 1:** Consult with your academic advisor about what degree requirements you should try and satisfy during your term abroad to keep you on track.

**Step 2:** Browse the course offerings from the study abroad program provider or university and select up to 8\* classes to include on this form for approval. The Office of Global Programs can help you search through course options in a meeting: [studyabroad@umb.edu](mailto:studyabroad@umb.edu).

>>**If you end up needing to submit additional courses**, you must submit a second prior approval form with ONLY the new courses. **DO NOT resubmit courses.**

**Step 3:** Download the Syllabus for every course you are seeking approval for. Save each to your computer and title them with the course number and name. Contact your program abroad for help obtaining the syllabus.

>> **Forms that do not include attached syllabi will not be reviewed.**

**Step 4:** Read and sign the acknowledgement. Fill out the student & program information section with your information. Students also complete columns 1-4 with the course title, course number (if available), credit amount/credit hours & if you are seeking plan credit (Select yes if seeking major/minor credit) .

**Step 5:** Submit the completed form to the Registrar via email! Printed forms will not be accepted.

>>Use the subject title: "Undergraduate Study Abroad Prior Approval Request- *Insert Student First and Last Name*" attached the form **AND all syllabi for all the classes on the form** send to the Registrar's Office: [external.credit@umb.edu](mailto:external.credit@umb.edu); copy (cc) [studyabroad@umb.edu](mailto:studyabroad@umb.edu)

**Step 6:** If you put a YES in column 4 to seeking plan (major/minor) credit. **After the initial review** from the Registrar [external.credit@umb.edu](mailto:external.credit@umb.edu); columns 5 & 6 will be completed, the form signed, and returned to you. You will then be directed to seek approval for the YES courses by your major/minor department. Your major/minor department chair will need to complete columns 7 & 8 and sign under Department Chair on page 3.

>>**If you answered NO in column 4 the course(s) will be reviewed for general education and/or elective credit only, you do not need to send the form to your major/minor department(s) and can proceed to step 7.**

**Step 7:** Once all courses have been signed off on and approved, send the form to [studyabroad@umb.edu](mailto:studyabroad@umb.edu). The Office of Global Programs will sign the form and submit it to the Registrar and Financial Aid ([finaidstudyabroad@umb.edu](mailto:finaidstudyabroad@umb.edu))

## POST APPROVAL STUDY ABROAD ENROLLMENT CONFIRMATION STEP 8

**Step 8:** Get your final enrollment confirmed on the [Study Abroad Enrollment Confirmation Form](#) This form is to be completed once you arrived by your host institution and submitted to us via email: [studyabroad@umb.edu](mailto:studyabroad@umb.edu)

## AFTER YOU COMPLETE YOUR SEMESTER AWAY STEP 9

**Step 9:** Request your final graded transcript to be sent to the Office of Global Programs directly from your host university. WE CANNOT ACCEPT TRANSCRIPTS DIRECTLY FROM THE STUDENT.

**Email:** [Studyabroad@umb.edu](mailto:Studyabroad@umb.edu)

**Address:** Office of Global Programs  
UMass Boston; CC-2-2100  
Boston, MA 02125-3393

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**To the Student: Please read below and sign to acknowledge the Transfer Credit Policy:** This equivalency evaluation will depend on the course(s) being equivalent to 3 or more US credits once the transfer process is complete (the transcript has been received by the Office of Global Programs by your university abroad and submitted to the Registrar). We cannot accept transcripts from abroad directly from students. If the course equates to less than 3-credits the course will transfer as general elective credits only, regardless of what is evaluated on this form. The Registrar's Office will confirm the credit value during the process after you return. Please also note: You CANNOT take Pass/Fail courses abroad YOU MUST RECEIVE A LETTER GRADE OF C- OR ABOVE in order to transfer courses to UMass Boston. You cannot take repeated courses, including language courses, that you have already taken for credit.

Sign below to acknowledge and agree to the steps on page one and policy above

**Student Name**

**Student Signature**

**Date of Signature**

**Student and Program Information:**

**Student ID#**

**Plan(Major/Minor):**

**Home Address:**

**Phone:**

**Email**

**Semester of proposed study:**

**Start and end date for the program:**

**Country:**

**Study Abroad Provider (UMass Boston or Program Name):**

**Host Institution (abroad):**

**Students:** Complete Columns 1-4 ONLY. Fill in a minimum of 1 and a maximum of 8 courses per form. Ensure you submit the syllabus for ALL courses requested. \* Plan credit refers to your major, minor, certificate, program of study, track, or concentration.

**To the UMB Department Chairs:** Please fill out Column 7 if this course is to be an exception or exact course equivalency for your plan (major/minor). Write in Column 8 the course equivalency and number if applicable. If the course is not approved to satisfy plan (major/minor) requirements, select "NO" in Column 7, and leave column 8 blank. Please sign as the Department Chair at the end of the form once completed.

1. STUDY ABROAD COURSE TITLE	2. COURSE # ABROAD	3. #OF CREDITS	4. SEEKING *PLAN CREDIT?	5. #UMB CREDITS	6. DIST/DIV OR ELECT COURSE	7. PLAN EXCEPTION/EQUIVALENCY	8. UMB EQUIVALENCY
<i>Example: Creative Writing</i>	EN 2271	6 ECTS	YES	3	ARTS	Equivalency	ENGL 210
Course 1:							
Course 2:							

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Course 3:							
Course 4:							
Course 5:							
Course 6:							
Course 7:							
Course 8:							

**Department Signatures:**

Registrar's Office

Printed Name

Date

Department Chair (only required for program credit)

Printed Name

Date

Office of Global Programs Study Away Coordinator

Printed Name

Date

For Questions about this form, please email: [studyabroad@umb.edu](mailto:studyabroad@umb.edu)