

# UNI Study Abroad Center Transfer Course Approval



1. **Review your UNI Advisement Report** with your advisor and identify areas you need to complete for graduation.
2. For **major, minor, or certificate courses**: Applicable course syllabi and approval form need to be assessed by the appropriate UNI Department Head and obtain approval signatures for UNI equivalencies. College of Business Administration approvals need to go to Christine Schrage and Language approvals need to go through Jennifer Cooley.
3. For **LAC or electives**: Submit course syllabi and approval form to the Study Abroad Center (28 Gilchrist). Course equivalencies will be evaluated by the Office of Admissions.
4. Final decisions regarding the application of units/credits toward UNI degree requirements will be determined only after the student returns from their study abroad experience and official transcripts have been received and evaluated. **It is a good idea to bring back course syllabi and final papers for all courses completed.**

## STUDENT INFORMATION

Last name \_\_\_\_\_ First name \_\_\_\_\_ UNI ID Number \_\_\_\_\_  
E-mail \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
Phone Number \_\_\_\_\_ Classification \_\_\_\_\_

## STUDY ABROAD PROGRAM INFORMATION

Foreign Institution/University \_\_\_\_\_ City, Country \_\_\_\_\_  
Dates of attendance \_\_\_\_\_ to \_\_\_\_\_  
(month & year) (month & year)

## AGREEMENT

*I understand the following:*

- *This agreement is valid for one year from the time it is submitted and approved.*
- *It is my responsibility to request an official transcript be sent directly from the foreign institution to the UNI Study Abroad Center after program completion.*
- *This form does not guarantee that these courses will definitely be offered or that I will be able to register for these courses at the foreign institution.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please contact UNI Study Abroad Center for questions at 319-273-7078 or at [study-abroad@uni.edu](mailto:study-abroad@uni.edu). All completed forms need to be turned into 28 Gilchrist Hall.**

**APPROVALS**

<b>COURSE 1</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

<b>COURSE 2</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

<b>COURSE 3</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

**APPROVALS**

<b>COURSE 4</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

<b>COURSE 5</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

<b>COURSE 6</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

**APPROVALS**

<b>COURSE 7</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

<b>COURSE 8</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____

<b>COURSE 9</b>	<b>STUDENT</b>	Transfer Course Number _____ Transfer Course Title _____ Foreign Institution Credit Hours _____
	<b>DEPARTMENT</b>	UNI Equivalent _____ Credit Hours _____ LAC Category (if applicable) _____ Departmental Signature _____ Print Name _____ Date _____ Notes: Admissions Signature _____ Date _____