

# UNC Study Abroad Course Approval Form

Once you have applied and been accepted to study abroad, you will need to find the courses that will meet your degree requirements using the following form:

<https://onbase.unco.edu/Registrars/StudyAbroadCourseApproval>



Scan to make appt.  
with Study Abroad  
Advising



## Step 1: Meet with your Advisors

### Study Abroad advisor

- Help finding course descriptions and syllabi

### Academic advisor

- Which programs and courses will fit with your degree plan?
- What could be degree applicable?

*Please reach out to your specific academic advisor for an appointment.*

## Step 3: Send VOE and Transcript

### Registered for classes?

- Download and submit Verification of Enrollment (VOE) from Study Abroad portal.
- Must be physically signed by you and your study abroad coordinator
- Financial Aid can be released once we receive the VOE.

### Finished with your classes?

- Request an official transcript to be sent to UNC
- You will be e-mailed once the coursework has transferred successfully.



Scan to fill out  
form



## Step 2: Fill Out the Form

### We ask:

- Student info, Study Abroad Program Info
- Class Info, including:
  - Course Description and/or Syllabi
  - Course number/title
  - # of credits (we will convert for you)

You will receive a copy of the form back via e-mail once classes are reviewed and approved. You can then register for classes!

## Tips

- Submit this form as soon as possible, at least **45 days** before your departure date.
- The form does not auto-save. Please submit all at once.

*Flip page for more tips.*



Issues with the form? Contact [TransferEval@unco.edu](mailto:TransferEval@unco.edu) or Scan the QR Code on the Right to set up an appointment

# FAQ:

## **How many courses should I submit?**

Find more courses than you think you will take. We recommend 8-10 for Fall or Spring semester, or 4-5 for Summer. You need to submit one form for every semester abroad.

## **What courses are covered by federal financial aid?**

If relying on federal financial aid, courses going towards a required minor, LAC credits, major courses, and university-wide elective space will be covered. However, optional minor courses may not be covered if you do not have enough university-wide electives left. Please contact financial aid to see if this applies to your funding.

## **The form doesn't auto-save. How can I keep track of the courses I want to submit?**

During Step 1, Create a word document with a table. In one Column add in the information about the study abroad course (name, description, credits) and in the other column you can work with your advisor to add in what it might be equivalent to. If you make this word document during your advising meetings, filling out the form will be easy.

## **I found the course descriptions. Can I copy and paste them into the form?**

Yes, but when you submit course descriptions, I need to also have the webpage of where you found them. Please include the link.

## **I found the syllabus and/or course description but the website can only be accessed by students. What should I do?**

If the link is behind your student portal, please instead screenshot or print to PDF where you got the document and attach to the Study Abroad Course Approval Form. You can attach documents there. PDF attachments are preferred, but we can also accept JPEG and PNG file types.

## **I can't find where to look for course descriptions and syllabi. Where should I look?**

Start on the provider's webpage for that program. ISEP, USAC, and AIFS have course information listed differently for each program, but if you go to their course information you can find a catalog or syllabus locator. If you have difficulty finding them, reach out to study abroad advising or your study abroad program coordinator.

## **My advisor said my classes might come in as a specific course during our meeting, but when I received the form back the course was equivalent to a different course?**

Once we receive your form, we send each course out to the relevant academic department for final approval. If you would like us to take a closer look at a specific evaluation, please contact us.

## **I went to register for classes but I had to choose different courses than what was submitted on the form. What do I do?**

If you arrive to your destination and you have to change course selection, e-mail us right away with the course information so we can send it to faculty and advising for further evaluation.