It is important that you read this form in its entirety and understand the steps you MUST take to pre-arrange transfer credit for study abroad and to be readmitted to UT when you return, if applicable.

**Steps to complete for persons studying abroad in programs that are not administered by UT:**

1. **Complete the other side of this form. **Do not leave any portions of this form blank.** Make sure that you write down ALL courses you intend to take overseas on this form. (This information should come from the course schedule you obtained from the program.)

2. Take this form to the UT Study Abroad Office. It is also recommended that you attend a study abroad information session. Visit the SAO website for more information: [http://www.utexas.edu/student/abroad/](http://www.utexas.edu/student/abroad/).

3. Take this form to the Graduate and International Admissions Center. GIAC is the office that will initially evaluate the credit you will receive and will process the credit when you return.

4. After GIAC has approved the transfer credit indicated on this form you should then obtain the approval of your major department to determine degree applicability of your selected study abroad courses. You will need to provide course descriptions from the program catalog from the foreign school where you will be studying. **IMPORTANT:** Credit from non-affiliated study abroad programs will not count as part of the 60 in-residence credits required for a UT bachelor's degree.

5. You will then need to obtain approval from your academic dean.

6. When you have all of the signatures, make a copy for yourself and return the form to GIAC.

**Readmission:**

If you are applying for a program through another university or organization, and will be abroad for either the Fall or Spring semester, **YOU MUST APPLY FOR READMISSION TO UT.** You will not be allowed to register when you return if you have not been readmitted to UT. If you will be absent from UT for the summer only, you do not need to submit a readmission application. You can submit your readmission application form to the UT Office of Admissions (Main 7) prior to your departure or submit an on-line readmission application. Information can be found at: [http://bealonghorn.utexas.edu/former/requirements/](http://bealonghorn.utexas.edu/former/requirements/).

To be readmitted you must have a **2.5 cumulative GPA** (on a 4 point scale) on all transferable coursework taken since leaving UT.

When you complete your study abroad program be sure to have an official transcript sent to the Graduate and International Admission Center, mailing address (GIAC, Attn: Deana Williams, PO Box 7608, Austin, TX. 78713). If you wish to expedite the processing of your credit you can submit the official transcript directly to Deana Williams at GIAC.

**Instructions for Academic Advisors:**

Please review the course descriptions and determine if courses can be applied toward the student’s degree program at UT. Initial your additions to the form and sign on the lines indicated.
Pre-Departure Form for Non-UT Study Abroad Programs

Name:______________________________ UT EID:______________ Major:__________________ Minor/Concentration__________________________
Address:____________________________ City:_________ State:__ Zip:______ Phone:___________ Email:__________________________

PART 1: Name of Institution or University sponsoring Study Abroad program:________________________________________
Location of Program:__________________________________________________ Dates of Program: FROM:________ , 20__ TO:________ , 20__

This is to confirm that I have been advised in the Study Abroad Office about UT study abroad opportunities. This form is required only for students who choose to participate in a non-UT-affiliated program. I have read this form in its entirety and understand the requirements for non-UT affiliated study abroad programs. I understand that transfer credit for a non-UT-affiliated program may be limited to lower division undesignated credit and that I may be required to take CLEP tests to receive credit for language courses. It is my responsibility to notify my department and GIAC of any changes that occur after submission of this completed form. UT Austin transfer credit will be given upon satisfactory completion of the courses indicated below with passing grades of ‘C’ or better and submission of an official transcript from the international institution I plan to attend. Grades will be posted as CR (credit). I understand that a 2.5 cumulative GPA for all courses taken during this study abroad program is required for readmission to UT Austin and that the courses will transfer as “CR” or credit only with no grades assigned.

Signatures Required: Student:__________________________ Date:__________ SAO:__________________________ Date:_________________

PART 2: Course Title and Dept. Abbreviation Specific UT Equivalent Degree Applicability Comments
(to be completed by GIAC) (to be completed by dept.)
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REQUIRED SIGNATURES: GIAC:__________________________ Date:__________
Your major dept:____________________________ Date:______
Your academic dean:__________________________ Date:______
Foreign language dept.:________________________ Date:______

Please return completed form to GIAC

SPECIAL NOTE: Students selecting to participate in non-UT programs will NOT be eligible for federal financial aid disbursed through The University of Texas. Students should carefully consider their financial needs before deciding to participate in a non-UT program. Questions about aid can be directed to the UT Study Abroad Office.

Updated: September 2, 2010