



# Study Away Course Equivalency Form

(see directions on back of form)

**Name** \_\_\_\_\_ **SID:** \_\_\_\_\_  
(Please print all information) Last First MI

**Mailing Address** \_\_\_\_\_  
Street City ST Zip

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Major/Minor** \_\_\_\_\_

**Year/Term Abroad** \_\_\_\_\_ **Country** \_\_\_\_\_ **Institution** \_\_\_\_\_

I understand I am financially responsible for the charges related to this study abroad experience, and that I must meet with and submit this completed form to the Registrar before going abroad. I further understand that my signature below gives the Registrar my permission to enroll me in a 12 credit placeholder course for the term listed above.

Student Signature Ψ \_\_\_\_\_ Date \_\_\_\_\_

**PART I – Office of International Programs**  
 This student has met with me, chosen a study abroad provider, and submitted the UWS Study Away processing fee.

Name of Program: \_\_\_\_\_

Name (printed) \_\_\_\_\_ Signature X \_\_\_\_\_ Date \_\_\_\_\_

**PART II – Course Equivalencies**

INTERNATIONAL INSTITUTION				UW-SUPERIOR					
SUBJ	NO	TITLE	CR	SUBJ	NO	TITLE	CR	Dept. Chair's Signature (where course is housed)	Gen Ed/University Studies Req. met

**PART III - Advisor & Chair Recommendation** I agree the courses listed above will be applied toward the student's degree.

Advisor Name \_\_\_\_\_ Signature X \_\_\_\_\_ Date \_\_\_\_\_

Chair Name\* \_\_\_\_\_ Signature X \_\_\_\_\_ Date \_\_\_\_\_

\* Department Chair of the student's major

**PART IV - Registrar's Office**  
 This student has met with staff in the Registrar's Office. The student understands a 12 credit study abroad course (may differ for Summer or J-Term) will be entered on to their UW-S transcript to remain until an official transcript arrives from their study abroad institution at which time the 12 credit course will be removed and the actual courses, credits and grade points completed abroad will be entered onto the students official transcript. These courses will affect the student's cumulative grade point average. The student understands it is their obligation to provide the international or other study away transcript to the Registrar's Office.

Registrar's Staff Name (printed) \_\_\_\_\_ Signature X \_\_\_\_\_ Date \_\_\_\_\_

# Study Away Course Equivalency Form Instructions

## Directions for Students:

*NOTE: This form must be filled out in order, step-by-step. It is not possible to skip a step and move on to the next!*

1. PART I. Meet with the Study Away Coordinator for advice on choosing a program provider\* and to secure forms. Once you have decided on a program, submit the study away processing fee to the Office of International Programs and secure signature.
2. Complete the provider's\* application (with sufficient time for processing). Attach a copy to the Study Away Form.
3. PART II. List the courses you plan to enroll in during your term Away and the equivalent courses at UW-Superior. If you are requesting UW-Superior credit for courses offered by a department, other than the department of your major, the appropriate department chair's signature is required.
4. PART III. Meet with your Academic Advisor to secure his/her approval of the courses you plan to enroll in and the UW-Superior equivalencies.
5. PART IV. Complete Financial Aid section. You do not need to meet with Financial Aid; a copy of this form will be forwarded to Financial Aid if you wish to have your aid revised. You will receive an email from them when revision is complete. If you are registering for credits at another institution, you must also have a consortium agreement in place with Financial Aid for your aid to release. Consortium agreements are available on the financial aid website at [www.uwsuper.edu/finaid/forms/index.cfm](http://www.uwsuper.edu/finaid/forms/index.cfm), or in 110 OM.
6. PART V. Meet with the Registrar's Office Staff, secure appropriate signature, submit form and receive student copy. Once you give the form to the Registrar's Office, you will be enrolled in a 12-credit placeholder course. If, for any reason, you decide to not study abroad, you must notify the registrar in writing to [akappes@uwsuper.edu](mailto:akappes@uwsuper.edu) to remove you from this placeholder course. If you have received a financial aid award for a program you have cancelled, you must also notify the Financial Aid Office so that your financial aid can be readjusted.

**NOTE: Study Abroad Forms will not be accepted from students who have a "hold" on their account.**

\* Providers include: UW-Superior official exchange programs in Canada, China, Germany, Japan, South Korea, and CONAHEC member institutions, CIME (Costa Rica), UW-System sister schools, and USAC (University Studies Abroad Consortium).

\*\*Please talk with the Study Away Coordinator regarding different program fees.