

Education Abroad at UK Academic Approval Form

(Due Before Departure)

Last Name	First Name	UK ID
UK Email	Phone	Major
<input type="checkbox"/> undergraduate <input type="checkbox"/> graduate Status during term abroad (list year 1 st , 2 nd , etc.)	Major College	Dept.
Current Cumulative GPA	2 nd Major / Minor / Certificate Circle One	Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Year(s) 20__
Program Title	Country/Countries	

Host Institution/Other Information	Official Start Date	and	Ending Date of Program	Length in Weeks (round up)
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Course Selection and UK Course Equivalency Approval (Please use the Academic Approval Extra Sheet for more than 6 courses)
 Students on UK-Sponsored Programs and CCSA Programs do **not** need to submit this form, as they will enroll in UK courses and will receive UK GPA credit for those courses. All other Education Abroad students will need to complete this form in order to receive transfer credit and to determine UK course equivalencies. See Important Information on page 2.
You are urged to include several alternate courses on this form, in case you are unable to take your selected courses abroad.

1

EA Course Name	/	Number	UK <i>Equivalent</i> Course Name	/	Number
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____					
Printed Name of Approving Official	Department / Title	UK Email	Initials		

2

EA Course Name	/	Number	UK <i>Equivalent</i> Course Name	/	Number
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____					
Printed Name of Approving Official	Department / Title	UK Email	Initials		

3

EA Course Name	/	Number	UK <i>Equivalent</i> Course Name	/	Number
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____					
Printed Name of Approving Official	Department / Title	UK Email	Initials		

4

EA Course Name	/	Number	UK <i>Equivalent</i> Course Name	/	Number
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____					
Printed Name of Approving Official	Department / Title	UK Email	Initials		

**Education Abroad at UK
Academic Approval Form**

5			
_____ / _____ EA Course Name Number	_____ / _____ UK <i>Equivalent</i> Course Name Number		
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____			
_____	_____	_____	_____
Printed Name of Approving Official	Department / Title	UK Email	Initials

6			
_____ / _____ EA Course Name Number	_____ / _____ UK <i>Equivalent</i> Course Name Number		
<input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval * <input type="checkbox"/> USP <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Elective <input type="checkbox"/> Other _____			
_____	_____	_____	_____
Printed Name of Approving Official	Department / Title	UK Email	Initials

* **Conditional Approval:** Upon return, students must bring course syllabus and completed assignments to department for final approval. Departments may stipulate other conditions at their discretion. Final approval must be reported to the EA at UK office before transcript will be processed.

Important Information: Students must submit this form 1 month or at the latest 2 weeks before departure.
The above course equivalencies will be used by Education Abroad at UK, the student’s college, and UK Registrar to place credit on the student’s UK transcript from academic work completed abroad or completed in connection with an education abroad program. Grades received for these courses will be translated into UK’s letter grading system and will be noted on the student’s academic record, but as transfer credit, these courses will generate “earned hours” only, which are not factored into the student’s UK GPA. Foreign transcripts are analyzed by a country-specific formula.

Students should first consult with their academic advisor about their education abroad program, taking along program information, **printed** course descriptions and any other available information. After consulting with their academic advisor and selecting their courses, students should take the course information for each education abroad course to the UK department from which they wish to receive equivalency approval. **Once all approvals or conditional approvals have been acquired, the student should make two copies of the completed form, take both the original and the copies to their academic advisor for signature, leave one copy with their advisor, submit the original to the EA at UK office, and keep one copy for their records.**

Students are recommended to keep all course materials, assignments and other information from their education abroad program, in case there are any questions about credit and equivalencies. Students with conditional approval are **required** to return with this documentation and should therefore consider making copies for safekeeping during their travels.

I acknowledge that I have ultimate responsibility for understanding whether and how the education abroad courses I have selected fulfill my UK degree requirements. _____ (initialed by student)

Students who will be registering for their next UK semester from abroad are encouraged to discuss this with their academic advisor prior to departure or arrange to discuss it by email from abroad as the advisor must remove the hold.

_____	_____	_____
Signature of Academic Advisor	Printed Name of Academic Advisor	Date
_____	_____	_____
Signature of 2nd Academic Advisor (if applicable)	Printed Name of Academic Advisor	Date
_____	_____	_____
Signature of Student	Printed Name of Student	Date

Original, official transcripts from the host institution should be sent to: UK International Center
Attn: Education Abroad
106 Bradley Hall
University of Kentucky
Lexington, KY 40506-0058

Faxed and emailed transcripts are not acceptable.
Transcripts delivered by hand in a sealed, signed envelope will be accepted.