



**University of the Incarnate Word
Study Abroad Office
Request to Study Abroad Form**

Submit this form as part of your UIW Study Abroad online application by the application deadline for the term you wish to study abroad.

Student Information:

Name: _____ Student ID: _____

Date of Birth: (mm/dd/yyyy): _____ Anticipated Graduation Term: _____

Major: _____ Phone: _____

Email: _____ @student.uiwtx.edu

Student Instructions:

1. Read and initial each of the below statements, and sign at the bottom.
2. Review courses offered at your host school. Please keep in mind that each school has their own process, policies, and deadlines. You may have to refer to a previous semester when choosing courses. Therefore, it is highly encouraged that you have alternative course options prepared.
3. Provide your academic advisor with a list of courses you have chosen along with corresponding course descriptions.
4. It is your responsibility to allow sufficient time to obtain all signatures prior to the deadline.

Transfer Credit Policy:

_____ I understand it is my responsibility to provide the [UIW Office of the Registrar](#) with an official transcript reflecting the completion of the courses.

_____ I understand that, if required, it is my responsibility to have the transcript professionally evaluated and/or translated in a timely manner at my own cost.

_____ Official transcripts and evaluations must be received within 6 months of the completion of the semester abroad.

_____ I am responsible for canceling my registration if I withdraw from the program, stop attending courses, or do not complete the course requirements.

_____ I am responsible for my financial obligations and grades regardless of whether I attend class or not.

_____ I understand fees are assessed for late and add/drop registration.

_____ I understand that this process is not complete until the [UIW Office of the Registrar](#) has approved this form.

Student's Signature: _____

Date: _____



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Host Institution & Course Information:

Institution to Attend: _____ City, Country: _____
 Term Attending (ex. Fall 2022): _____ Term Date: _____ to _____

Students fill in the Host columns below with their Academic Advisor’s approval. The UIW Office of the Registrar will complete the Credit Hours, UIW Course Number, and Core, Elective, or Alternative columns. [Please UIW Sister School view Predetermined course equivalencies, here.](#)

Host Course Number	Host Course Title	Credit Hours	UIW Course Number/Title	Core, Elective, or Alternative

**Please insert courses you plan to take as well as alternative courses above.*



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Faculty/Administrator Instructions:

1. This student is requesting your approval for the courses listed on the back. The student should provide you with course descriptions. If necessary, you may request additional information.
2. Please review the following:
 - a. Does the student have a minimum 2.5 GPA?
 - b. Do the courses adhere to the student's degree plan?
3. If the course is not equivalent to a UIW course but fulfills the degree requirement, the student will have to complete a [substitution form](#).
4. Please note that while a course may fulfill the degree requirement, lower level courses will not count towards upper level requirements.
5. The Office of the Registrar will review equivalencies suggested on the form by faculty/student and approve final determination of appropriate equivalencies and levels. However, course substitutions may still be applied after the courses are submitted. Remember that lower level courses will carry a non-advanced attribute if substituted for an upper level course.

Host Institution & Course Information:

Signatures of approval are required from the following administrators.

Academic Advisor	Adobe Approval Stamp (Yes/No) If no, please provide reasoning below.	Signature	Date
Comments			

Academic Dean	Adobe Approval Stamp (Yes/No) If no, please provide reasoning below.	Signature	Date
Comments			



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Dean of Student Success	Adobe Approval Stamp (Yes/No) If no, please provide reasoning below.	Signature	Date
Comments			

Financial Aid	Adobe Approval Stamp (Yes/No) If no, please provide reasoning below.	Signature	Date
Comments			

**You must make an appointment with financial aid to obtain their signature and have the Consortium Form filled out. Please email Mimi Nguyen at mtnguye4@uiwtx.edu. Prior to meeting with financial aid, your FAFSA for the academic year of your study abroad program will need to be completed.*

Study Abroad Coordinator	Adobe Approval Stamp (Yes/No) If no, please provide reasoning below.	Signature	Date
Comments			



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Registrar	Adobe Approval Stamp (Yes/No) If no, please provide reasoning below.	Signature	Date
Comments			

Please contact the UIW Study Abroad Office with any questions or comments.

Brooke Paynter
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[UIW Study Abroad](#)
(+1) 210.805.5709

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