

# STUDY ABROAD/STUDY AWAY ♦ 251-6666 ♦ UH 248

## Permission to Study Abroad (A separate form for each semester is required)

UNCA students in good academic standing who wish to study abroad must have permission from their major department, the Foreign Language Department (if applicable), the Study Abroad/Study Away Office and the Office of the Registrar. The foreign school must be approved by UNCA and must meet accreditation guidelines. Students must receive grades equivalent to C (2.0) or better in order for credit to be awarded. Grades for courses satisfactorily completed at other institutions are not calculated into the UNC Asheville grade point average. However, if a failing grade is received in a Study Abroad/Study Away course, the student will receive a grade of U (Unsatisfactory) for the course, and the grade will be included in the calculations for the grade point average. UNC Asheville does not award credit from other institutions for courses that are graded S/U or Pass/Fail, unless it can be determined that the grade received is equivalent to a C or better. Courses for which a student received a grade of C-, D, F or U at UNC Asheville may not be repeated at another institution. **At the end of the study, it is the student's responsibility to see that an official transcript is mailed directly from the foreign school (or sponsoring university) to the Study Abroad/Study Away Office (not to any other office or department).**

**If applying for financial aid for study abroad, please check box:**

- I am applying for financial aid for this study and understand that there are other forms to fill out in the Financial Aid Office, that federal and university guidelines must be met, that I must bring a copy of this completed form to the UNCA Financial Aid Office and that I must notify the Registrar's Office and the Financial Aid Office if my enrollment changes.

**Semester(s) of Study (check only one):**  Fall     Spring     Summer    Year \_\_\_\_\_

Name \_\_\_\_\_ Major at UNCA \_\_\_\_\_  Declared  
 Undeclared  
Last                      First                      Middle

UNCA ID# \_\_\_\_\_ Classification:  Fr     So     Jr     Sr

Permanent Address \_\_\_\_\_

UNCA E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_

Emergency contact person in U.S. \_\_\_\_\_ Phone \_\_\_\_\_ Advisor \_\_\_\_\_

Country of Foreign Study \_\_\_\_\_ Foreign College \_\_\_\_\_

Other Sponsoring US University (if applicable) \_\_\_\_\_

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**Number of hours you anticipate completing** \_\_\_\_\_

*(Transferability and level of courses cannot be determined or guaranteed until we receive the completed transcript.)*

| Foreign School Courses & Numbers | Course Titles | Sem Hrs | Satisfies which UNCA requirement? | Dept Chair Approval |
|----------------------------------|---------------|---------|-----------------------------------|---------------------|
| _____                            | _____         | _____   | _____                             | _____               |
| _____                            | _____         | _____   | _____                             | _____               |
| _____                            | _____         | _____   | _____                             | _____               |
| _____                            | _____         | _____   | _____                             | _____               |
| _____                            | _____         | _____   | _____                             | _____               |

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

**Approvals:**

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Major Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_

Minor Dept Chair (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Foreign Lang. Dept (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Study Abroad Director \_\_\_\_\_ Date \_\_\_\_\_

N/C (SAB1)     T&F (SAB2)     ISEP (SAB3)

Office of Registrar \_\_\_\_\_ Date \_\_\_\_\_