

STUDY ABROAD TIPS AND INFO FOR ARTS & SCIENCES STUDENTS

(for students *not* participating in UT faculty-led programs)



Getting Started

- If you think you might be interested in a study abroad program, your first stop is the *Programs Abroad Office* (PAO) at 1620 Melrose Avenue (<http://studyabroad.utk.edu/>). Find out about your options by clicking on the *Getting Started* button or attending an informational meeting at 2:00 p.m. M-F.
- Your second stop is a meeting with your academic advisor to discuss what requirements might be options for completing abroad.

Find a Program and Make Application

- The PAO website as well as the helpful staff at the PAO can assist you in finding a program that meets your needs and in making application to that program.
- Once you are accepted by UT to participate in a study abroad program, the *Request for Transfer Credit Form* will be available for you to download from your UT study abroad checklist.

Request for Transfer Credit Form – a critical part of the process for students

- Step 1: List all the courses you would consider taking at the host institution.
- Step 2: Go to 209 Student Services Building where Ms. Sammy Pilant will determine if your courses will transfer as Upper Division (UD) or Lower Division (LD).
- Step 3: Take your form and course descriptions or syllabi to the department of your major or minor for prior approval of courses specifically for the major or minor. The faculty member will sign in the appropriate space. Also discuss appropriate courses to schedule upon your return from the host country.
- Step 4: Bring your form to A&S Advising Services, 313 Ayres Hall (along with course descriptions if you are requesting substitutions for Arts & Sciences or General Education requirements). One of the directors will retain a copy of your form in Grades First for reference upon your return and review your requests for courses outside the major and minor.
- Step 5: Once Step 4 is complete, you will be notified to pick up your form to deliver it to the PAO. Remember to retain a copy for yourself. In the event you are not on campus, we will happily forward the completed form electronically to you and the PAO.

Special Notes While Abroad

- Retain all information regarding your courses (essays, tests, syllabi, emails from professors) from your courses.
- Maintain contact with your UT assigned advisor in your major to expedite registration for a future term.

Upon Return

- Your transcript from your host institution will be forwarded to UT following the completion of your program. Because the work was completed at an international institution, it may be several weeks before the work is officially transferred to UT. Check your DARS as well as your academic history in MyUTK to see when the course work appears on your transcript.
- Once the course work has appeared on your transcript, make an appointment with the director in A&S Advising who oversees study abroad (865-974-4481) to complete the process necessary to have your overseas course work encoded into your DARS report.
- Approved courses on the *Request for Transfer Credit Form* do not need additional approval once travel is complete; however, the meeting above ensures that the course work abroad is translated to the DARS report.