

Study Abroad Tips & Info.

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

Getting Started

- If you're interested in a study abroad program, you will want to visit the *Programs Abroad* <http://programsabroad.utk.edu/>. Click "Start Here" and browse the programs that are offered before scheduling a zoom appointment with a Programs Abroad coordinator.
- Your **second stop** is a meeting with your academic advisor. This meeting is to discuss your remaining degree requirements and the types of courses you might choose. This meeting is not to discuss specific course approvals which will happen later through the Transfer Credit Form (below).

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 applying to that program.
- Once you are accepted by UTK to participate in a study abroad program, the [Request for Transfer Credit Form](#) will be made available to you.

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

- **Step 1:** List all the courses you would consider taking at the host institution.
- **Step 2:** The form will be routed to Ms. Sammy Pilant who will determine if your courses will transfer as Upper Division (UD) or Lower Division (LD) and the transfer credit hours per course.
- **Step 3:** Next, your form and course descriptions or syllabi will go to the department of your major and/or minor for prior approval of courses specifically for the major or minor. The faculty member that you designated in the form setup will sign at the appropriate space.
- **Step 4:** Last, your form and course descriptions or syllabi will come to A&S Advising Services. If you are requesting substitutions for Arts & Sciences or General Education requirements, please make sure to translate the course descriptions or syllabi to English prior to submitting.

One of the directors will retain a copy of your form in Volunteer Academic Connect for reference upon your return and review your requests for courses outside the major and/or minor.

Your form will go to the PAO after it has been reviewed.

While Abroad

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

Upon Return

- Your transcript from your host institution will be forwarded to UTK 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 coursework appears on your transcript.
- Once the coursework 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 coursework 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 coursework abroad is translated correctly to your DARS report.

