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, your first stop is the Programs Abroad Office (PAO) at 1620 Melrose Ave. Find out about your options by visiting their website [http://studyabroad.utk.edu/](http://studyabroad.utk.edu/) or attending an informational meeting at 2:00 p.m. M-F.
- Your second stop is a meeting with your academic advisor to discuss course requirement options.

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 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 220 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 and/or minor for prior approval of courses specifically for the major or minor. The faculty member will sign the appropriate space. Also discuss the UT courses you’ll need to schedule upon your return.
- **Step 4:** Bring your form and course descriptions or syllabi to A&S Advising Services (313 Ayres Hall). If you are requesting substitutions for Arts & Sciences or General Education requirements, then 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 GradesFirst for reference upon your return and review your requests for courses outside the major and/or minor.

A&S Advising Services will forward your form to the PAO after it has been reviewed. You will receive an email with a copy of your reviewed form.

While Abroad
- Retain all information regarding your courses (essays, tests, syllabi, emails from professors).
- 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 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.