

UNDERGRADUATE TRANSFER CREDIT APPROVAL FORM

UGA Exchange and Non-UGA Global Education Programs

If you are attending a **Non-UGA Program** or **UGA Exchange Program**, the Transfer Credit Approval Form (TCAF) serves as your pre-approval for transfer credit brought in from your education abroad experience. Upon completion of this form, Global Education will notify the Registrar, Financial Aid and Student Accounts of your approved Global Education program details. This form maintains your active enrollment for the time you will be abroad. **It is your responsibility to notify Global Education of any changes to your course work while abroad and be familiar with the residency requirements for your degree.**



Office of Global Engagement
UNIVERSITY OF GEORGIA

Global Education • Office of Global Engagement 1324
South Lumpkin Street • Athens, GA 30602
Phone: (706) 542-2900 • Email: studyaway@uga.edu

IMPORTANT INFORMATION

TRANSFER CREDIT APPROVAL (TCAF) FEE

TCAF Fee: Program Type Selection*

- Direct UGA Exchange Programs are covered by the UGA Exchange Application fee.
- Non-University System of Georgia sponsored global education programs: **\$300**
- University System of Georgia sponsored global education programs: **\$200**

*TCAF Fee will be billed to your student account. A TCAF fee will be imposed per study abroad program, per term.

**UNO-Innsbruck International Summer School program will be charged the TCAF Fee + CISI Insurance Fee on their student account.

GRADES AND TRANSCRIPT REQUESTS

Grading: Grades awarded on an international transcript will transfer as pass/fail to UGA. Grades awarded on a U.S. transcript from U.S. accredited institutions will transfer as letter grade credits to UGA.

Official Transcript: In order to receive credit for your Global Education program, official transcripts must be sent directly to Global Education and must be in English. If transcripts are in a foreign language, you will need to obtain a certified translation.

Please allow appropriate time for processing final transfer of earned credits to UGA. Depending on the release of the transcript from the host university and/or sponsoring program, you might experience a delay of posting earned credit to their UGA academic record. Transcript delays could prevent the release of future financial aid and/or a request of financial aid received for credits taken abroad. You should familiarize yourself with your program's timeline and procedures for releasing the transcript.

STUDYING WITH ANOTHER GEORGIA INSTITUTION?

In addition to the TCAF, you will need to complete a HOPE/Zell Miller Scholarship Transient Form through the Office of Student Financial Aid. Your hosting institution will issue your HOPE Scholarship while UGA will issue your federal aid. Find details at: osfa.uga.edu/hope.html

FINANCIAL AID AND HOPE SCHOLARSHIP

Financial aid, including HOPE, will be awarded based on the number of credits indicated on your TCAF. The disbursement of federal financial aid and scholarships (ex. Pell, loans, etc.) will *occur approx. 10 days prior* to the start of your program or UGA semester date, whichever is later. State Aid (HOPE/Zell) will not be disbursed until proof of course enrollment is provided to OGE, and still will not be disbursed until 10 days before program start date. Student Accounts will disburse your financial aid check to your "financial mail" mail address or direct deposit as directed in Athena. Contact OGE immediately if your credit hours change while on program because your financial aid may be affected. **Additional Financial Aid Resources:**

Financial Aid: osfa.uga.edu/forms/101.pdf

Update Study Abroad Expense Request Form:

osfa.uga.edu/20132014forms.html

LANGUAGE / DEPARTMENT CONTACTS

- **Classics:** classics.uga.edu
- **Latin:** T.Keith Dix; tkdix@uga.edu
- **Greek:** Naomi Norman; nnorman@uga.edu
- **Comparative Literature:** cmlt.uga.edu **Chinese, Japanese, Non-Listed Languages:** Ari Lieberman; alieberm@uga.edu
- **German:** Dr. Alex Sager; asager@uga.edu
- **Russian:** Dr. Sasha Spektor; spektoa@uga.edu
- **Religion:** religion.uga.edu
- **Arabic:** Kenneth Honerkamp; hnrkmp@uga.edu
- **Hebrew:** Richard Friedman; rfriedma@uga.edu
- **Romance Languages:** rom.uga.edu
- **French, Italian, Portuguese & Spanish:** Kate Daley-Bailey; rladv@uga.edu

ADDITIONAL RESOURCES

- **Apply for U.S. Passport:** travel.state.gov/content/passports/english.html
- **Center for Disease Control & Prevention Travel:** cdc.gov/travel
- **U.S. Department of State Study Abroad** studentsabroad.state.gov
- **UGA OGE Scholarships:** <https://t.uga.edu/4BO>
- **UGA Travel Clinic:** uhs.uga.edu

UNDERGRADUATE

TRANSFER CREDIT APPROVAL FORM (TCAF)

UGA Exchange and Non-UGA Global Education Programs

PART 1: STUDENT INFORMATION

Name: _____ **UGA Student ID # (81X)**

Last (Family) First Middle

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Local Address: _____ **Local Phone:** _____

(Street, City, State, Zip Code)

Permanent Address: _____ **Cell Phone:** _____

(Street, City, State, Zip Code, Country)

UGA Email: _____ **Alternate Email:** _____

Name of Academic Advisor: _____ **Department:** _____

Major(s): _____ **Minor(s):** _____

Academic level during study abroad: 1st Year 2nd Year 3rd Year 4th Year

Do you receive HOPE? Yes No **Do you receive other financial aid or scholarships?** Yes No

List scholarships (if applicable): _____

PART 2: GLOBAL EDUCATION PROGRAM INFORMATION

Program Name: _____ **Program Start Date:** ____/____/____

Month Day Year

City & Country Destination: _____ **Program End Date:** ____/____/____

Month Day Year

Program Contact Person: _____ **Email:** _____

Program's Address: _____ **Phone:** _____

(Street, City, State, Zip Code, Country)

Will your term abroad include a credit-bearing internship? Yes* No

**If yes, please attach an official letter indicating your departments approval of the internship and the number of credit hours associated with the internship.*

Which university will issue your education abroad transcript? _____

This may differ from the sponsoring organization; please contact your program coordinator for details

Internal Use Only- FICE: _____

Return form April 15 or November 15 Education Abroad • Office of Global Engagement
1324 South Lumpkin Street • Athens, GA 30602
Phone: (706) 542-2900 • Email: studyaway@uga.edu



Office of Global Engagement
UNIVERSITY OF GEORGIA

PART 3: COURSE INFORMATION AND TRANSFER CREDIT EQUIVALENTS

A: List courses to be evaluated for UGA equivalents.

List extra courses in case a course is cancelled, schedule conflicts arise or you choose to add/drop after arrival abroad. **Please attach a course description or detailed syllabus for each course listed below, in English.**

Section A: Student Section Courses Abroad		
Course Title	Course #	Credits
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Signature of Student

Date

B: Global Education will make an initial credit transfer evaluation. Once complete, Global Education will notify you via email. Collect and proceed with the next steps.

Section B: OGE Review	
Course Equivalents	Credits
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signature of OGE

Date

C: Submit this to Language or Department if you are studying a language or seeking/need a more specific transfer evaluation than provided by Global Education.

Section C: Language or Dept.	
Course Equivalents	Credits
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signature of Department Rep. Date

D: Discuss course and degree requirements with Academic Advisor, including residency requirements. Advisors should note specific type of credit: major, minor, elective or core.

Section D: Academic Advisor	
Type of Credit	Credits
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signature of Academic Advisor Date

Advisor's Notes Section: If needed, please make any relevant notes related to credit transfer and advisement.

Section E: Credit Load

Please indicate the **number of courses** and **total credit hours** for the semester(s) in which you intend to enroll. Then, return the completed TCAF to Global Education. You are required to contact Global Education should credit hours or course titles change. Credit hours may affect financial aid and credit transfer eligibility.

FALL: Courses _____ Credit Hours _____

SPRING: Courses _____ Credit Hours _____

SUMMER: Courses _____ Credit Hours _____