



## International Enrollment Verification Form

Use this form to list your desired course enrollment at your study abroad host institution and each course's potential transfer equivalency at UNO. See below for further instructions.

Student's Full Name: \_\_\_\_\_ UNO Student Number: \_\_\_\_\_

UNO Email address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Semester of Program:  Fall  Spring  Academic Year  Summer Year(s): \_\_\_\_\_

Name of Host Institution or Program Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Contact Person at Host Institution: \_\_\_\_\_ Email: \_\_\_\_\_

What university will issue the study abroad transcript? \_\_\_\_\_

Degree Program (Major) at UNO: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Academic level during study abroad:  1<sup>st</sup> year  2<sup>nd</sup> year  3<sup>rd</sup> year  4<sup>th</sup> year  higher than 4<sup>th</sup> year

Do you receive financial aid at UNO (i.e., Pell Grant, Student Loans, Scholarships, TOPS)?  yes  no

If yes, Financial Aid counsellor's name: \_\_\_\_\_

If no, do you intend to apply for study abroad financial assistance?  yes  no

**NOTE:** Certain financial aid packages require that all or some credits must count towards your degree, or your financial aid may be withheld, reduced, and/or you may be required to return some funding. Therefore, it is critical for you to be in regular contact with your academic and financial aid advisors prior to and during your study abroad experience.

### Instructions for the proposed class selection at host institution:

- List all of the courses you intend to take at your host institution.
- Look up the UNO department, level, and course number of any classes you think may have a UNO equivalent. Your UNO academic advisor and/or study abroad staff may be helpful in finding some of this information.
- Any direct UNO equivalency you list must be approved in writing - by memo or e-mail thread - by the UNO department offering the equivalent course. Attach any approvals to this form.
- For non-equivalencies (NE), list the level (2000, 3000) and "NE" (i.e., HIST 2000 NE). Departmental approval is not required for non-equivalencies.
- If you are not sure of the equivalency, show any available material to your advisor to determine the appropriate department and level. If there is no equivalent, list it as NE.
- Have your advisor and study abroad program director sign at the end of the form.
- Submit this form to the study abroad program director's office at least 4 weeks prior to your departure.
- If your classes change on-site (which they often do), send any amendments to your academic advisor for approval, and then to the respective UNO study abroad program office. Use the Change Form available online at <http://inst.uno.edu/exchange/pages/forms.cfm>
- Regardless of what approvals you receive ahead of time, ALWAYS keep any relevant information about courses you take abroad (syllabi, completed assignments, etc.).
- **NOTE: Credits listed are to establish that the student is enrolled full time, but they are not guaranteed to transfer as stated by the student.**

**First Semester:** \_\_\_\_\_

<b>Anticipated Host Institution Classes: title &amp; code</b>	<b>UNO Dept.</b>	<b>UNO Class no. or level</b>	<b>Host Inst. credits</b>	<b>UNO credit hours*</b>	<b>UNO Dept Approval attached for equivalency? Yes, No, N/A</b>
Ex: Aboriginal Culture in Australian Cities IN2345	ANTH	2000 NE	6	3	N/A

\* To compute UNO credit hours from ECTS (European Credit Transfer System), divide even ECTS credits by 2; round uneven ECTS credits to the next even number and then divide by two. Ex.: 5 ECTS rounds to 6, divide by 2 = 3 UNO credit hours.

**Second Semester (if applicable):** \_\_\_\_\_

<b>Anticipated Host Institution Classes: title &amp; code</b>	<b>UNO Dept.</b>	<b>UNO Class no. or level</b>	<b>Host Inst. credit hours</b>	<b>UNO credit hours*</b>	<b>UNO Dept Approval attached for equivalency? Yes, No, N/A</b>
Ex: Aboriginal Culture in Australian Cities IN2345	ANTH	2000 NE	6	3	N/A

\*To compute UNO credit hours from ECTS (European Credit Transfer System), divide even ECTS credits by 2; round uneven ECTS credits to the next even number and then divide by two. Ex.: 5 ECTS rounds to 6, divide by 2 = 3 UNO credit hours.

I hereby apply to take these classes abroad.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

**Academic Advisor**

Name	Role/Title
Signature	Date

**Study Abroad Program Director**

Name	Role/Title
Signature	Date

## Study Abroad Program Contact Information

**Innsbruck AYA Academic Year/Semester Abroad**

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**UNO International Student Exchange Programs (ISEP)**

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**Innsbruck AYA Academic Year/Semester Abroad**

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