

UNIVERSITY OF WASHINGTON TACOMA INTERNATIONAL PROGRAMS
Academic Planning Form for Study Abroad

Personal Information (to be completed by student):

Name: _____ UWT ID #: _____
UW Email: _____ Current Standing: Freshman Sophomore Junior Senior
Major(s)/Concentration(s): _____ Minor(s): _____ Global Honors
Expected graduation date: _____

Host Institution Information (to be completed with a study abroad adviser):

Host Institution Name: _____ Country: _____ Year: _____
Program Duration: Semester Quarter Summer UWT terms enrolled: Sum Fall Winter Spring
(Check all that apply)
Program Sponsor: UW Seattle Unaffiliated
Host Institution website: _____ Credit conversion rate (if established): _____
Special Notes: _____

Study Abroad Adviser: _____
(Print name) (Email)

PLEASE READ THE FOLLOWING CAREFULLY

Thorough academic planning prior to studying abroad will help you make informed decisions about which courses to take while abroad and provide you with a record of how these courses will fit into your degree program.

Instructions:

1. Using your major checklist, determine what degree requirements you need to fulfill.
2. Research course offerings for your study abroad program. Identify courses you would like to take and several alternates.
3. On a separate sheet, draft a list of course choices and what requirements you would like to fulfill with each. Specify areas of the major, minor or other requirements that you would like to fulfill.
4. Schedule an appointment with your academic adviser to discuss your list of courses. Bring your list of course choices and this form to the appointment. If available, also bring syllabi, catalog descriptions or other helpful information you may have about the course(s) you wish to take.
5. Your adviser will direct you to the appropriate faculty member who will sign the form for the courses they are approving. Once the form is completed, you will also sign it at the bottom. Leave a copy with your adviser for your advising file.
6. Turn in the completed form to your study abroad adviser in WCG 223. Once your transcript is received following the program, your study abroad adviser will work with you and the appropriate department chair to obtain UWT course numbers for the courses you completed. You will work with your adviser to apply those courses to your degree plan as outlined on this form.

Note: If you are planning to take a course C/NC, you will need permission and approval from your academic adviser.

Important: If the courses you take abroad differ from those on the form, please contact your study abroad adviser.

**Submit completed form to WCG 223. Submit a copy (both sides) to your academic adviser.
Keep a copy (both sides) for your records.**

UWT ACADEMIC PLANNING FORM FOR STUDY ABROAD

Student Name: _____ Student ID Number: _____

Note to Advisers & Faculty: By signing below, you are indicating that the course(s) listed below can be used to complete the student's degree requirements as specified on this form. Formal course evaluation for UWT equivalencies will be completed by the International Programs office and the appropriate department chair or designee once the course syllabi are available, either during or after the study abroad program.

Course number & title at host institution <small>*Indicates mandatory course</small>	# of Credits Abroad	Fulfills requirements (check all that apply)				UWT equivalent/ Specific requirement(s) fulfilled	Department Signature <i>(Please include both signature and printed name)</i>	Check(✓) if syllabus req'd for approval
		Major	Minor	Elective	Global Honors			

Credit from the study abroad program will count toward UWT residency credit for graduation. _____
Department Director or Dean (print & sign)

 Student signature Date Study Abroad Adviser signature Date