Student Checklist
Non-UD Study Abroad Programs

Before You Leave

- Find a program
- Determine the “University of Record” for the program(s) you are considering and check with the Registrar’s office to see if UD accepts credits from this institution (transfercredit@udel.edu)
- If you plan to transfer business courses, confirm that the “University of Record” is AACSB accredited (www.aacsb.edu)
- Meet with your academic advisor to review your plans
- Submit course descriptions and syllabi to departmental contacts for evaluation (http://www.udel.edu/registrar/transfer/transins.html)
- Complete the transfer credit evaluation (TCE) form and submit to your academic advisor for final review (http://www.udel.edu/registrar/transfer/TransferCreditForm.pdf)
- Take the TCE form to the Institute for Global Studies for a signature (Elliott Hall, 26 E. Main Street)
- Deliver TCE form to the Registrar - Transfer Credit (Univ. Visitors Center, 210 S. College Avenue)
- Complete the leave of absence form and submit to the Undergraduate Advising Office (pick-up and drop off form in the Assistant Dean’s office for your College)
- Determine if your financial aid, scholarships and/or loans will be available to fund the program (Student Services Building, 30 Lovett Avenue)

While You Are Abroad

- Arrange to have your transcript sent to UD:
  Registrar: Transfer Credit
  University of Delaware
  210 S. College Avenue
  Newark, DE 19716
- Register for the following session/semester

When You Return

- Follow-up with the program to ensure that your transcript is sent to UD
- Monitor your UDSIS account to ensure that your transfer credits are posted
- Follow-up with the Registrar if the transfer credits are not posted by the end of the semester following your return

University of Delaware
Institute for Global Studies
Document last updated 2015