

## Non-UD Study Abroad Checklist

Last Updated: 6/2026

### What Registrar does for non-UD Study Abroad:

- Reviews [Transfer Institution \(TIPA\)](#) forms to confirm non-UD study abroad program acceptance of transfer credit and transfer credit equivalency.
- Reviews and posts transfer credit for approved non-UD study abroad courses once Official Transcripts are received by [transfercredit@udel.edu](mailto:transfercredit@udel.edu).

### Students are responsible for all of the following:

- Check with SFS to see what financial aid may be transferable. Institutional aid (merit and need-based funding) may only be used on a UD program. Federal aid may be transferable via a consortium agreement form.
- Research, vet, and apply to the program independently.
- Meet with an academic adviser to determine if transfer credits could meet degree requirements.
- Follow the Registrar's process to have courses reviewed/approved to transfer.
- Arrange for an official transcript to be sent to the Office of the Registrar after the program. Many programs charge a fee to send an official transcript.
- Arrange for visas, airfare, and passport for your study abroad stay.

### Before you go & Transfer credit planning

***We recommend this process is started 9-12 months before you plan to be abroad***

- Important: ask your study abroad provider or the international school to confirm the school that will issue the course credits on an official transcript.**
  - Discuss who will issue the official transcript
  - when it will be available
  - if there will be a fee
- Review information for your intended program at [NON-UD STUDY ABROAD TRANSFER CREDIT & RECENTLY REVIEWED SCHOOLS](#)**
  - Fill out the [Transfer Institution \(TIPA\) form](#), if necessary.

- Once you have confirmed that your program meets the requirements for transfer credit, meet with your advisor to determine if the courses you plan on taking abroad will fulfill your degree requirements.**
  - Rising seniors should make sure their transcripts from the program will arrive in time for their degree to be conferred.
  - Discuss going on a Leave of Absence for the term(s) you will be abroad
  
- Discuss how a Non-UD Study Abroad program will impact your student aid and billing with an [SFS Advisor](#).**
  - Students who will be away from UD for a full semester or year are not eligible for US institutional financial aid (scholarships & grants) during this leave.
  - Students can apply for Federal Aid through a consortium agreement (PDF).
  - To be eligible for reinstated UD scholarships & grants after returning, you must transfer back at least 12 UD credits per semester.
  
- Check the [Transfer Credit Matrix](#) to see if the course has been recently reviewed.**
  - **If your school(s) or course(s) are not in the Matrix**, no need to worry! UD just needs to review them to confirm if credits will transfer.
  - New **school**: email the name/address/website to [transfercredit@udel.edu](mailto:transfercredit@udel.edu). We'll research if the school meets UD's requirements, then email you to confirm.
  - New **course**: see below for instructions to have a syllabus reviewed.
  
- Have a course evaluated (if it's not in the Matrix).**
  - If the Transfer Credit Matrix does not show your course, a UD academic department needs to review it. Send them a syllabus using the steps below. They'll confirm if the content covers at least 70% of what is taught in a specific UD course, or if it would earn elective credit.
  - Gather the following materials:

- **Course Description:** A quick blurb, usually a paragraph or two, found in the college catalog/bulletin (usually available online).
- **Official Syllabus:** A document that outlines and details the course requirements, assignments, grading scale, test information, textbook, etc.

Use the Course Evaluation Portal to send courses to UD departments:

- Login via CAS: <https://www.udel.edu/transfercourseevaluation>
- Refer to this [Helpful How to](#) for students in using the Course Evaluation Portal

**Submit a TCE (Transfer Credit Evaluation) form to your Asst. Dean for final approval.**

All current undergraduates who would like to transfer a course they take at another school MUST submit a TCE form to their Asst. Dean for review and approval.

Depending on the courses, either submit a TCE webform or PDF:

- If **all of the courses you plan to take are in the [Matrix](#)** today, login through CAS authentication to submit a [TCE webform](#).
- If **only some (or none) of your courses are currently in the [Matrix](#)**, submit a PDF version of the TCE form – see instructions below.
- Your Asst. Dean will review the form, route it to our office if they approve, or return it to you if they have questions/concerns.

If you want to live on campus when you return, make arrangements with **[Residence Life & Housing](#)** before you leave.

**Forward your UD email**

- Email [access@udel.edu](mailto:access@udel.edu) to explain that you will be on a leave of absence for non-UD study abroad. Request access to your UD email during this time

- Take note of the date that course registration opens for your next UD semester. You'll likely need to complete the online registration for your courses from abroad.

**After you return (Transferring credit from a study abroad program)**

- At the end of your non-UD program, request that the study abroad provider send an original, official transcript to the **UD Registrar's Office** at [transfercredit@udel.edu](mailto:transfercredit@udel.edu).

**Seniors on Study Abroad:**

- Students can walk in the Commencement ceremony at the end of Spring term if their degree is conferred in Summer term.
- Always discuss with your advisor & non-UD Study Abroad program about the estimated time your transcript will arrive at the end of your program. If your transcript does not arrive in time to be conferred by the desired graduation term, you will be moved to the next term. Winter and Summer term does not incur additional tuition charges.
- If you plan to attend graduate school, ensure that a change in graduation date or transcript arrival will not interfere with admissions requirements.