



# Advanced Credit Approval

## OUTBOUND International Exchange Program

\_\_\_\_\_

Name of exchange institution

**NAME:** \_\_\_\_\_ **UV ID #** \_\_\_\_\_

**Degree/Major course(s) will apply towards:** \_\_\_\_\_

**Anticipated Semester & Year of attendance at exchange institution:**

All documentation and signatures pertaining to this contract must be approved, finalized and submitted at the minimum of one semester prior to your departure to your exchange institution. Please indicate which semester and year you will be attending the exchange institution:

Fall/Year: \_\_\_\_\_  Spring/Year: \_\_\_\_\_  Summer/Year: \_\_\_\_\_

COURSE ABROAD	UVU EQUIVALENT	CREDITS	*DEPARTMENTAL LIAISON NAME & SIGNATURE	
			_____	_____
			Please Print	Signature
			_____	_____
			Please Print	Signature
			_____	_____
			Please Print	Signature
			_____	_____
			Please Print	Signature

**DEPARTMENT ADVISOR:**

The student plans to attend the above exchange institution in which a Memorandum of Understanding has been established. The above student seeks to apply credit earned towards his/her academic program at Utah Valley University. Please review the course information and sign to indicate that your department will award transfer credit upon successful completion of the course(s). (Attach additional pages if necessary).

**DEPARTMENTAL LIAISON** verifies that courses above marked with an asterisk (\*) will count toward major or minor requirements

Departmental Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Liaison Name: \_\_\_\_\_  
Please Print

Departmental Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Chair Name: \_\_\_\_\_  
Please Print

**STUDENT:**

The **International Student Exchange** program is a **self-support program** which charges an amount equal to the resident tuition rate for 12 credits on the standard tuition table and is **exempt** from inclusion in the 12-18 credit **flat rate** rule. Any UVU course registration in addition to the (ZZZ) International Exchange course will be assessed additional/separate tuition and fees, over and above those charged for the International Exchange program.

If you would like to apply for federal student aid, please complete the **Free Application for Federal Student Aid** (FAFSA) at <https://fafsa.ed.gov/>. Once you have completed the FAFSA, you must meet with a Financial Aid and Scholarships Counselor to determine your federal student aid eligibility and receive the **Financial Aid Advanced Credit Tracking** form. (The FA Counselor will explain the purpose of the form and steps for completion.)

**Financial Responsibility**

**As a participant of the International Exchange program, I understand that I may NOT utilize any Veterans Benefits or UVU employee/dependent waivers as payment towards this exchange program. I understand that I am ineligible for the short term payment plan and must make payment by the semester deadlines indicated on the Student Timetable. Payment deadlines for your registered semester can be found on the Student Timetables at [www.uvu.edu/registration](http://www.uvu.edu/registration)**

I further understand if I plan to receive any payments toward my tuition and fees through any sponsoring agency during the above named semester, I must contact the Accounts Receivable Office located in BA-108f or BA-108g. Such sponsoring agencies may include but are not limited to Division of Rehabilitation Services, Department of Workforce Services, Military installations, outside employment benefits, or other such sources. (**Please note:** Federal Financial Aid, Student Loans, and other cash scholarships are not considered as sponsored agency funding, and can be used toward the funding of your program.)

**Transferring coursework**

I understand that only courses passed with a grade of C- or higher will be considered for transfer (some majors may require a minimum grade of B for transfer credit to be applied). I am aware that the coursework that I transfer into UVU will not affect my UVU GPA. In order to receive transfer credit for my international exchange coursework, I must send official transcripts to the below address no longer than **2 weeks** after the program has been completed. Transcripts must be mailed directly to:

Utah Valley University  
Attn: Transfer Credit, MS 213  
800 W University Pkwy  
Orem, UT 84058

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE FOR GLOBAL ENGAGEMENT** has reviewed this form to verify eligibility

GEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GEO Name: \_\_\_\_\_

Please Print

**STUDENT NOTE: please deliver completed Advanced Credit Approval form to the Transfer Credit Office located in BA -114.**

**TRANSFER CREDIT OFFICE** verifies that the above courses are accepted by Utah Valley University

A.D./Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A.D./Coordinator Name: \_\_\_\_\_

Please Print

Last Updated: December 21, 2016 AMS