



UNDERGRADUATE AND GRADUATE STUDENT STEPS FOR TRANSFERRING STUDY ABROAD CREDITS

Why do students need to complete this process before registering for courses and departing the U.S.?

1. You will make the best course selection for your Study Abroad program after talking to your advisor about your academic goals and degree plan.
2. You will understand how the classes you plan to take and credits you earn will apply towards your major, minor, or general university requirements.
3. You will have a document, approved academic plan for your semester abroad
4. If you do not complete this process, you may not receive credits for courses completed and may not be eligible for financial aid

INSTRUCTIONS

1. Complete the Transfer Credit Agreement (TCA) form after consulting your academic advisor and submit to the International Programs Office. Select more courses than what you really intent to take in case course cancellation or schedule conflicts. Be sure to attach course descriptions or syllabi in English, which you can find in catalogs, web sites, etc. Obtain as much information as possible about each of the courses you plan to take. It is your responsibility to obtain course descriptions.
2. Once the completed TCA form is submitted to the International Programs, International Programs will submit the form to Academic Affairs for approval. Once the TCA is approved you will receive a copy of the TCA via email. A copy of the TCA will be stored in your permanent file at the University.
3. Once you receive your evaluated TCA, make an appointment with your academic advisor, who will then completed the degree requirement section indicating if these courses will satisfy a degree requirement. Having a documented conversation with your academic advisor (s) prior to studying abroad can help you select the program that best fits your needs and interests.
4. These are some suggested questions you can ask from your advisor:
 - a. What degree requirements do I have left to complete?
 - b. My Study Abroad program will earn me transfer credit. How does that effect my academic planning?
 - c. Are there any particular requirements you recommend I should/Should not try to complete abroad?
 - d. Will you accept transfer credit for my major/minor requirements?
5. Do this early, since advisor's schedules sometimes fill several weeks in advance. For your appointment, bring course descriptions and/ or syllabi in English.
6. If you are participating in a UHV exchange or affiliated program, you will need to upload a copy of your TCA via your StudyAbroad program Application.



UNDERGRADUATE AND GRADUATE STUDY ABROAD TRANSFER CREDIT POLICIES

Students are encouraged to participate in study abroad programs that are not offered by UHV. This includes affiliated programs (please visit the Study Abroad website for information) and non-affiliated programs. It is important that students understand the following:

- UHV is unable to provide advising for non-UHV affiliated programs. The students must work independently with the program provider. UHV cannot take responsibility for the academic quality of non-affiliated programs, nor does the University carry any liability for UHV who choose to participate in them (Non-affiliate programs are not exchange programs set forth by the International Programs Office. Non-affiliate programs are the ones that student decides to study on their own)
- All course work on non-UHV courses is considered “transfer credit”. After completing the program, an official transcript should be submitted to the UHV’s Registrar’s Office and your academic advisor in order to process academic credits.
- Students are required to keep all documents (syllabi, course descriptions, tests, papers, etc) from the program in base transfer credit specialists/ academic advisors have questions regarding the course work taken abroad.
- Students must research the academic quality of their selected study abroad program, as well as their health and safety practices. Students are strongly advised to speak for former participants in order to verify the quality of the program and have realistic expectations. Contact the program provider and request contact information of the previous participants.
- While participating in a non-affiliated program, students are NOT considered UHV students, thus students may not have access to some of the services provided by UHV to matriculate students only.
- Students who are not enrolled at UHV are not eligible to receive financial aid through the university. Therefore, students participating in non-affiliated programs may apply for financial aid through the institution offering the program. Students are strongly encouraged to discuss their study abroad plans and financial situation with the UHV Financial Aid and Scholarships Office before they commit to any Study Abroad Program.
- The federal government required that aid eligibility only be based on those courses that count toward the completion of a degree. To be considered a full-time student for financial aid purposes, students must be enrolled in 12 credit hours as an undergraduate (9 credit hours as a graduate) that count towards a degree. To be eligible for most financial aid, students needs to be enrolled for fulltime.
- Students seeking transfer credit for foreign languages are advised to consult with the department chair or academic advisor prior to participating in a study abroad program, in order to determine which courses may be applied towards the requirements, minors, and majors at UHV.
- A minimum of 15 classroom hours must be completed and reported to receive one semester hour of credit (15 class hrs= 1 semester hour). Class hours are restricted to actual classroom instruction. Other activities such as field trips, family/community interactions etc do not apply.
- A minimum stay of two weeks is required for each three semester hours of credit:

Semester Hours Needed	Class Hours Required
3	45
4	60
6	90
8	120
- UHV cannot guarantee credit upon return to UHV for any courses that are taken that are not pre-approved. If a student decided to take a course that is not pre-approved, the student will risk not receiving credit for that course, which might cause complications, such as delaying course registration for the next semester, affecting financial aid eligibility, and/or delaying graduation.



UNDERGRADUATE STUDY ABROAD TRANSFER CREDIT POLICIES

- Students who apply to study abroad in a country for which the U.S. Department of State has issued a travel warning will not receive approval from the International Programs Office.
- Students who have selected programs that are either under question or have been found to have insufficient academic quality and/or health safety practices will not receive approval. Students who enroll in these programs will not be able to transfer credits. You are advised to contact the International Programs Office for an updated list of programs under this status.
- The TCA form completed prior to your departure is not final. Students can make changes to their scheduled courses upon arrival at the host institution, however if any courses are added, you must complete a new TCA and obtain necessary approval.
- At the end of your Study Abroad program, request that your host institution send an official transcript to:

International Programs Office
University of Houston-Victoria
3007 N Ben Wilson Street
Victoria, TX 77901 USA
- Courses and grades will not appear on UHV transcripts until official transcripts from the Study Abroad program are received and processed.
- Be aware that some institutions are not prompt in providing official transcripts. It is your responsibility to make sure that the transcript is sent. UHV cannot request transcripts behalf. If it recommended that students bring back with them at least two official transcripts. One for UHV records, and one for the student's personal file. Course work reported differently on the final transcript might not be awarded the same evaluation.

By signing this form, I certify that I understand and accept that I am responsible for the duties related to my participation in a study abroad program. I further understand that it is my responsibility to verify the applicability of courses towards my degree plan with my academic advisor. I have read the "Study Abroad Transfer Credit Policies" and understand my responsibilities as stated.

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Student Signature

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Date

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Print Name

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UHV ID



**UNDERGRADUATE AND GRADUATE
STUDY ABROAD TRANSFER CREDIT AGREEMENT (TGA)**

ADVISORS NOTES

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Academic Advisor Name	Signature	Date
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Department/School Chair Name	Signature	Date
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International Programs Director Name	Signature	Date
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VP of Academic Affairs	Signature	Date
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FOR OFFICE USE ONLY

Study Abroad Recommendations: Yes No Signature: _____ Date: _____

Evaluated by: _____ Date: _____

Attending Institution: _____

Institution issuing the transcript: _____