

Verification of Transferability (VOT)

Completed, approved form signifies your coursework will transfer

Grades are calculated into GPA

- Study Abroad is considered resident credit

Coursework will be converted

- Credit Hours and grades will be converted to the US semester hours and grade scale

VOT: What you fill out

Your name, student ID, and institution you wish to attend

Coursework you wish to take

Your signature and date

Verification of Transferability of Study Abroad Coursework
UMBC Office of the Registrar

Name (print clearly)		UMBC Student ID (i.e., XX1334)
Study Abroad Institution (i.e., University of Salamanca)	Term (i.e., Fall 2013)	Fee Office Use Only AWAY

Student Completes This Section	Departmental Advisor Completes This Section		
Course number or name	Major/Minor	UMBC Course*	Advisor's Signature

I hereby guarantee credit transfer to UMBC.

Departmental Advisor's name (printed) and signature	Date
Office of the Registrar's Comments	
Office of the Registrar's Signature	Date

To the student:
By completing and signing this form, I understand and accept the following terms:
Verification of transferability signifies that coursework completed overseas with a C or higher (or equivalent) will transfer. Credit for coursework completed overseas will not be reflected in my overall UMBC GPA.
Approval of coursework for the major or minor must be obtained from academic advisor. This approval is granted by his or her signature on this form.
Appropriate departmental approval is required for equivalents to UMBC courses. Review for equivalencies requires a detailed official course description and can take four to six weeks.
UMBC Residency requirements stipulate that the final 30 credits of my degree must be completed at UMBC. However, if I have earned 90 credits or more, or if my study abroad work will bring me to a total of more than 90 credits, the Office of the Registrar signature constitutes a waiver of the Residency requirement for up to one full-time semester abroad. This approval means I am eligible for no further residency waivers upon my return.
It is my responsibility to check my UMBC e-mail account while overseas to assure that I receive my registration information.
I have read and understood the instructions for the transfer of my study abroad credit to my UMBC degree program.

Student's signature	Date
---------------------	------

VOT: What your Advisor fills out

Your advisor will need to indicate whether the course you wish to take will be the equivalent to a UMBC course. Your advisor cannot approve coursework outside of your major or minor.

Departmental Advisor Completes This Section		
Major/Minor	UMBC Course*	
Required in order to guarantee credit transfer to UMBC.		
inted) and signature		

Your advisor will need to sign and date the form. This must be done before you submit your VOT to the Registrar's Office

VOT form: Registrar

Name (print clearly)	UMBC Student ID (i.e., XX12345)
Study Abroad Institution (i.e. University of Salamanca)	Term (i.e. Fall 2013)
For Office Use Only AWAY _____	

We will supply your AWAY term number

Student Completes This Section	Departmental Advisor Completes This Section		
Course number/name	Major/Minor	UMBC Course*	Advisor's Signature

* Direct equivalence is not required in order to guarantee credit transfer to UMBC.

Departmental Advisor's name (printed) and signature	Date
Office of the Registrar's Comments	
Office of the Registrar's Signature	Date

We will sign and write any appropriate comments



Transfer Equivalents

Credit will transfer back to UMBC one of three ways:

1. Direct Equivalent

- The appropriate academic department has determined that the course you've taken/will take is equal to the UMBC counterpart course

2. General Education elective credit

- The course you've taken/will take is not equal to a UMBC course, but the course will still count towards your general education requirements

3. Elective credit

- The course you've taken/will take is not equal to a UMBC course, but the course will still count towards your 120 academic credits needed towards graduation
- 

Verification of Transferability

You are required to have your academic advisor sign your Study Abroad VOT form, even if there is no coursework specific to your major

The Advisor signature **MUST BE OBTAINED PRIOR** to submitting the VOT to the Registrar

- Have a Registrar's staff member check the form
- Submit the form by the deadline:
 - Fall, AY or Summer Programs – May 10
 - January or Spring Programs – December 10

Things to Keep in Mind

READ THIS PAGE- in your folder.

If you plan to attend graduate/professional school, you will need to submit the official transcript from your study abroad program when you apply

- Make sure to order extra copies of your transcript for yourself when you are ordering one for UMBC

We will not release your transfer institution transcript for employment purposes

Registration Information

The Registrar's Office will grant you permission to enroll in an AWAY course. Which AWAY section you register for will be dependent upon when you are traveling overseas and how many credits you are enrolling for.

If you have a Registration Hold on your account it will prevent registration for your AWAY course.

These include Financial, Administrative, and Judicial holds, and are viewable through the Negative Service Indicator at the top of records such as Degree Audit, Transfer Credit Report, and Class Schedule.

Registering for an AWAY Course

AWAY courses indicate that a student enrolled for Study Abroad Experience.

- These courses record the student as a current, active student during the term
- Student has an approved Study Abroad Verification of Transferability form.
- Allow financial aid disbursement

Undergraduate AWAY courses

- AWAY 95 = 1-5 credits in a study abroad program
- AWAY 96 = 6-11 credits in a study abroad program
- AWAY 98 = 12+ credits in UMBC exchange
 - AWAY 98 students are billed for full time enrollment at UMBC as part of the exchange agreement.
- AWAY 99 = 12+ credits in a study abroad program