Verification of Transferability (VOT)

• This form makes sure that all the courses you might take while abroad are pre-approved and transfer back
• Must be completed by 12/10 or 60 days before the start date of your program, submit completed VOT to the Registrar’s Office
• We cannot transfer back courses unless they are approved
• VOT Direction page
• I’m taking a course that hasn’t been pre-approved….now what?
• Completed, approved form signifies your coursework will transfer
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
# Program Application Page (Post-Decision)

## Simulated User

**Program:** AIFS Study Abroad in Cannes: Semester or Academic Year  
**Term/Year:** Spring 2018  
**Deadline:** 10/10/2017  
**Dates:** 01/02/2018 - 01/15/2019

## Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-departure Orientation Attendance</td>
<td></td>
</tr>
<tr>
<td>Verification of Transferability Form</td>
<td></td>
</tr>
</tbody>
</table>

## Announcements

Summer Programs Now Accepting Applications!  
You can study abroad with a UMBC faculty member this summer. Apply early to reserve your spot!  
[View Details]

View All Announcements

## Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement of Risks and Release of Responsibility</td>
<td></td>
</tr>
<tr>
<td>Acknowledgement of Study Abroad Registration and Financial Responsibility</td>
<td></td>
</tr>
<tr>
<td>Study Abroad Program Dismissal Form</td>
<td></td>
</tr>
<tr>
<td>Studying Abroad Last Semester at UMBC</td>
<td></td>
</tr>
<tr>
<td>Transfer of Financial Aid and Scholarships</td>
<td></td>
</tr>
<tr>
<td>UMBC Study Abroad Health Information Form</td>
<td></td>
</tr>
</tbody>
</table>

## Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being An American Abroad</td>
<td></td>
</tr>
<tr>
<td>Communication While Abroad</td>
<td></td>
</tr>
<tr>
<td>How to Communicate While Abroad</td>
<td></td>
</tr>
<tr>
<td>Manage Your Money While Abroad</td>
<td></td>
</tr>
<tr>
<td>Other Things To Take Care of Before Leaving</td>
<td></td>
</tr>
<tr>
<td>Passport and Visa</td>
<td></td>
</tr>
<tr>
<td>VOT Form and Grades</td>
<td></td>
</tr>
</tbody>
</table>

## Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact Information</td>
<td></td>
</tr>
<tr>
<td>Official Budget Request Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Passport Copy</td>
<td></td>
</tr>
<tr>
<td>Student Information Release Authorization</td>
<td></td>
</tr>
<tr>
<td>Study Abroad Program Acceptance Letter</td>
<td></td>
</tr>
</tbody>
</table>

## Assessments


# VOT Form

## Verification of Transferability of Study Abroad Coursework

<table>
<thead>
<tr>
<th>Major Courses (complete at least two copies of this page)</th>
<th>UMBC Equivalency (complete by advisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Host University</td>
</tr>
</tbody>
</table>

**General Education Program and Elective Courses**

| Course Number  | Host University | Course Title | Credit (completed by student) | UMBC Equivalency Course Level (ex: SPAN 300 or U/L) (completed by advisor) |

**Signature:**

- **Registrar:**
  - Signature: ____________________________
  - Date: ________________

**University Approvals**

- **Academic Adviser Name:** ____________________________
- **Department:** ____________________________

**To the student:**

- By completing and signing this form, I understand and accept the following terms:
  - Credit for coursework completed overseas will 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 equivalency to UMBC courses. Review it carefully and take up to six weeks.
  - 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 directions for the transfer of my study abroad credit to my UMBC degree program.

**To the academic advisor:**

- By checking this box, the student’s major department has approved this study abroad plan. This needs to be completed even if the student is not taking all major requirements.

**Registrar Approval:**

- **Registrar:** ____________________________
- **Date:** ________________

---

**Students**

**Advisors only**

**Registrar only**
Academic Advisor Name: ________________________ Department: ________________________

Signature: ________________________ Date: ________________________

University Approvals

This section must be signed by the student, major academic advisor and the registrar in order to be complete.

To the student:

☐ By completing and signing this form, I understand and accept the following terms:
  ☐ Credit for coursework completed overseas will 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 requires a detailed official course description and can take four to six weeks.
  ☐ 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 Signature: ________________________ Date: ________________________

To the academic advisor:

☐ By checking this box, the student’s major department approves his/her study abroad plans. This needs to be completed even if the student is not taking courses towards major requirements.

Advisor Signature: ________________________ Date: ________________________

Registrar Comments:

Registrar Approval: ________________________ Date: ________________________
Will supply AWAY term number
# VOT: What The Registrar Fills Out

<table>
<thead>
<tr>
<th>Minor Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Credit Hours</td>
<td></td>
</tr>
<tr>
<td>Course Discipline Code (exc. SPAN)</td>
<td></td>
</tr>
<tr>
<td>UMBC Equivalency Course Level (exc. 300 or U/L)</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Advisor Name:**
**Department:**

**Signature:**
**Date:**

**To the student:**
- By completing and signing this form, I understand and accept the following terms:
- Credit for coursework completed overseas will 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 requirements a detailed official course description and can take four to six weeks.
- 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 Signature:**
**Date:**

**Registrar Comments:**

**Registrar Approval:**
**Date:**

Will sign and write any appropriate comments.
Verification of Transferability (VOT)

- 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
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 credits
     - 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
  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 general education requirements