

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

VOT

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

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

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
Being An American Abroad	<input type="checkbox"/>
Communication While Abroad	<input type="checkbox"/>
How to Communicate While Abroad	<input type="checkbox"/>
Manage Your Money While Abroad	<input type="checkbox"/>
Other Things To Take Care of Before Leaving	<input type="checkbox"/>
Passport and Visa	<input type="checkbox"/>
VOT Form and Grades	<input type="checkbox"/>

Assessments

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
Pre-departure Orientation Attendance	<input type="checkbox"/>
Verification of Transferability Form	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Acknowledgement of Risks and Release of Responsibility	<input type="checkbox"/>
Acknowledgement of Study Abroad Registration and Financial Responsibility	<input type="checkbox"/>
Study Abroad Program Dismissal Form	<input type="checkbox"/>
Studying Abroad Last Semester at UMBC	<input type="checkbox"/>
Transfer of Financial Aid and Scholarships	<input type="checkbox"/>
UMBC Study Abroad Health Information Form	<input type="checkbox"/>

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.	
Title	Received
Emergency Contact Information	<input type="checkbox"/>
Official Budget Request Questionnaire	<input type="checkbox"/>
Passport Copy	<input type="checkbox"/>
Student Information Release Authorization	<input type="checkbox"/>
Study Abroad Program Acceptance Letter	<input type="checkbox"/>

VOT Form

UMBC
AN HONORS UNIVERSITY IN MARYLAND

International Education Services
University of Maryland, Baltimore County
1000 Hittop Circle Admin Building 224
Baltimore, MD 21250
PHONE: 410-455-2624
FAX: 410-455-1130
www.studyabroad.umbc.edu

Verification of Transferability of Study Abroad Coursework

Name (print clearly) _____ UMBC Student ID (i.e., XX12345) _____

Study Abroad Institution (i.e. ISA University of Salamanca) _____ Term (i.e. Spring 2017) _____ Country _____

Major(s) _____ Minor(s) _____ For Office Use Only AWAY _____

Major Courses (Double majors print 2 copies of this page)

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

Signature: _____ Date: _____

General Education Program and Elective Courses (see minor/degree studies)

Course Number	Host University Course Title (Completed by student)	Credit Hours	UMBC Equivalency Course Level: (ex. SPAN 300 or U/L) (Completed by Registrar)

Registrar's Signature: _____ Date: _____

Academic Advisor Name: _____ Department: _____

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 advisor approves of his/her study abroad plans. This needs to be completed even if the student is not taking courses in the major requirements.

Advisor Signature: _____ Date: _____

Registrar Approval: _____ **Date:** _____

Students

Students

Advisors only

Registrar only

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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.

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By completing and signing this form, I understand and accept the following terms:

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- It is my responsibility to check my UMBC e-mail account while overseas to assure that receive my registration information.
- I have read and understood the instructions for the transfer of my study abroad credit to my UMBC degree program.

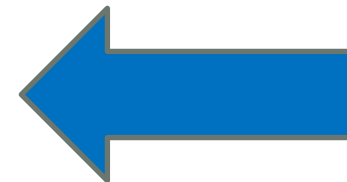
Academic Advisor
MUST sign even if you
are not taking any
courses for your major.

Student Signature: _____ Date: _____

To the academic advisor:

- By checking this box, the student's major department approves of 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:

VOT: What The Registrar Fills Out

Verification of Transferability of Study Abroad Coursework

Name (print clearly)	UMBC Student ID (i.e., XXI2345)	
Study Abroad Institution (i.e. ISA University of Salamanca)	Term (i.e. Spring 2017)	Country
Major(s)	Minor(s)	For Office Use Only AWAY _____

Will supply AWAY term number

Major Courses (double majors print 2 copies of this page)

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

Academic Advisor Name: _____ Department: _____

Signature: _____ Date: _____


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

General Education Program and Elective Courses

Course Number	Host University Course Title (completed by student)	Credit Hours	Course Discipline Code (ex: SPAN)	UMBC Equivalency Course Level (ex: 300 or U/L) (completed by Registrar)

Registrar's Signature: _____ Date: _____

VOT: What The Registrar Fills Out



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PHONE: 410-455-2824
FAX: 410-455-1130
www.studyabroad.umbc.edu

Student Name: _____
 Student ID: _____ Program: _____

Minor Courses

Course Number	Host University Course Title <small>(completed by student)</small>	Credit Hours	Course Discipline Code (ex: SPAN)	UMBC Equivalency Course Level (ex: 300 or U/L) <small>(completed by advisor)</small>

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 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: _____

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