

Pre-Authorization of Course Transfer for Study Abroad/Exchange **Please Complete These Steps in Order**

1. Schedule an appointment with the Office of Study Abroad & International Experiences:
 - a. 978-934-4660
 - b. studyabroad@uml.edu
2. Print the syllabus (if available) and course description for each course you would like to take abroad and an alternate for each course. For example, if you are planning on taking 4 courses abroad you will need to have a minimum of 8 courses pre-approved. Bring the printed course syllabi and/or course descriptions with you to the meeting with the Office of Study Abroad & International Experiences.
3. For courses not yet evaluated for transfer, Contact the appropriate department for each course pre-authorization. The Department Chair/Graduate Coordinator or their designee will review each course in their academic discipline. You must bring the printed syllabus and/or course description for each course. If they approve of the course transfer, the Department Chairperson/Graduate Coordinator will indicate the UML equivalent, number of credits awarded, and any special designations (i.e. AH, SS, SCL Gened, etc) Follow this procedure for each course.
4. Contact the Department Chairperson (or Graduate Coordinator for grad study abroad) or your Academic Advisor for your major to review and sign the bottom of the course approval form in the designated spot, if approved/disapproved.
5. Submit the form, with all the above authorizations completed, to the Office of Study Abroad in O'Leary Library, **prior to Nov. 30th for Spring semester abroad or April 30th for Summer or Fall semester abroad**

**If you have any questions, contact the Office of Study Abroad and International Experiences
978-934-4660 or studyabroad@uml.edu**