



Study Abroad Credit Verification Form

Student Instructions (Please complete this form electronically)

Please fill out the sections titled “Completed by Student.” In column 1, list the courses you intend to complete during your study abroad program. Meet with the Education Abroad office to complete columns 2-4. Meet with your academic advisor to complete columns 5 & 6. A syllabus or other detailed course information for each course may be needed to complete columns 5 & 6. After the form has been completed, please return it to the Education Abroad office.

Academic Advisor Instructions (Please complete this form electronically before printing and signing)

Meet with the student to complete columns 5-6. If a UTSA equivalent was approved previously, the Education Abroad office will list it in column 5. If a course needs approval to count toward a specific degree requirement (major, minor, core, etc.), please submit a course petition to the appropriate department or college. If **blanket** approval is given to count a course as a direct UTSA equivalent, indicate the UTSA equivalent in column 5 and submit a copy of the petition to the Registrar’s Office (Daniel Garcia) for processing. If a department’s course evaluation conflicts with the information in columns 2-3, please update those columns before signing the form. If a direct UTSA equivalent is not approved or if approval is not needed to count a course toward the student’s degree requirements, please use the “AFS” subject code in column 5 (e.g. AFS 3XX3 for a 3-hour upper-division course). In column 6, indicate if each course can fulfill a missing requirement for the student’s program (including required free elective hours). Return the signed form to the student.

Completed by Student		
_____	_____	_____
UTSA ID Number	First Name	Last Name
_____	_____	_____
Study Abroad Term	Study Abroad Program Country	Study Abroad Program Name

Completed by Student	Completed by Education Abroad			Completed by Acad Advisor	
1	2	3	4	5	6
Study Abroad Course Number & Title	Upper or Lower Division	Credit Hours	Is a prior course evaluation on file? If so, list it in column 5.	Acceptable UTSA Course	Degree Applicable (Yes/No)
(EXAMPLE) CLCE 321 – History of Spain	Upper	3	No	AFS 3XX3	Yes

Notes:

By signing below, I acknowledge:

- I understand the above course evaluations and recognize that I may be responsible for the cost of courses that are not applicable to my degree requirements.
- **If I enroll in alternative courses due to course availability, placement testing, or any other reason, I will need to immediately contact the Education Abroad office to complete a new form.**
- My request to study abroad is subject to any and all [financial aid eligibility requirements](#) and [university policies](#) not listed on this form, such as minimum grade requirements for applying coursework to my degree.
- The courses listed on this form are not eligible for Hazlewood benefits/exemptions.

_____	_____	_____
Student Signature	Student Printed Name	Date
_____	_____	_____
Academic Advisor Signature	Academic Advisor Printed Name	Date