



## Study Abroad/National Student Exchange Enrollment Verification Form

University of Wisconsin- Green Bay students and students participating in our study abroad or National Student Exchange (NSE) programs are required to complete this form in its entirety and return to the Office of International Education (OIE) by email scan no later than **TWO WEEKS** after classes begin as part of your study abroad/NSE program. Failure to complete the Enrollment Verification will jeopardize your ability to receive academic credit for your program.

Student & Program Information			
Last Name:	First Name:		
UWGB ID:	Non-UWGB student?	YES	NO
Program Name (NSE provide location):			
Term(s)/Year:	Submitted Advising Agreement? YES NO		

For a credit equivalency reference chart, please refer to the website <https://www.uwgb.edu/study-abroad/academic-advising/getting-started/> and choose UWGB Study Abroad Credit Charts.

Courses Taken Abroad			
	Course name & code (if applicable)	Host University Credits	UWGB Credits
1			
2			
3			
4			
5			
6			
7			
8			
Total credits taken: (12 UWGB credits minimum unless otherwise approved on Advising Agreement).			



UNIVERSITY of WISCONSIN  
**GREEN BAY**

<b>To be completed by the ON-SITE study abroad/NSE program coordinator or office</b>	
Classes/Academic term begins:	(Month, Day, Year)
Classes/Academic term ends:	(Month, Day, Year)
Approximate date when transcript will be issued:	(Month, Day, Year)
Please send transcript to this address:	University of Wisconsin- Green Bay Office of International Education (c/o Jemma Lund) Cofrin Library 108, 2420 Nicolet Drive Green Bay, WI, 54311, USA
<i>I certify that this form is true and accurate:</i>	
Name:	Title:
Email:	Phone:
Signature:	Date:

<b>To be completed by student:</b>	
<p>The information presented on this form is a true and accurate representation of my enrollment in my study abroad or National Student Exchange program. I understand that I should save all written course materials such as exams, quizzes, papers and worksheets from my program to facilitate the evaluation of credit.</p> <p>I confirm that I was advised on all course requirements and expectations and am aware of what is required for each course to earn academic credit and I understand that UWGB will post only courses completed for academic credit based on the credit charts and approved grading scales posted on the Office of International Education advising website.</p> <p>I acknowledge that I will be charged posted tuition and fees for all attempted credits as listed on the host institution's transcript even if a class is failed, or if the total enrollment amount differs from what was stated on this form or my advising agreement.</p> <p>I acknowledge that if my course schedule changes or I drop a course I will notify the Office of International Education as soon as possible in order to review next steps and options to ensure I maintain full-time status.</p>	
Signature:	Date:

**PLEASE SUBMIT COMPLETED FORM WITHIN TWO WEEKS OF START OF COURSEWORK ABROAD/AT YOUR HOST UNIVERSITY.**

**SEND TO YOUR STUDY ABROAD ADVISER'S EMAIL OR TO THE GENERAL OIE EMAIL [ois@uwgb.edu](mailto:ois@uwgb.edu).**

**If space for additional courses is needed above please just print additional copies of the first page and make sure your name is on the top of the page. Please contact your UWGB study abroad or NSE adviser with any questions.**