#1: Office of International Education—CL 207

- Received Non-UWGB program form
- Discussed process and paperwork required (checklist, etc.)
- Informed to talk to housing about contract (need acceptance letter)

**Signature Required**

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**INSTRUCTIONS:** Please visit each office listed on this checklist, in order, and obtain the signatures from each location. After all signatures are collected, sign the form and return to the Office of International Education (CL 207). If you have questions, please contact the Office of International Education at oie@uwgb.edu or 920-465-2190.

**BEFORE meeting with Registrar PLEASE email program and course information to:** registrar@uwgb.edu

*Transfer Coordinator will contact via email to meet in person regarding the items below.*

#2: Registrar/Transfer Coordinator—SS 1100

- Discussed if program credits will transfer to UWGB
- Discussed process and paperwork required
- Complete Advising Agreement with course equivalencies
- Discussed official transcript request
- Reviewed process to leave/re-enter UWGB (transfer)

**Signature Required**

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#3: Financial Aid— SS 1100

- Discussed if program is eligible for financial aid
- Discussed if consortium agreement is needed
  - Consortium Agreement Form (www.uwgb.edu/financial-aid/forms)
- Reviewed financial aid/scholarship/grant options
  - Travel Grant information

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I understand that I am participating in a study abroad program that is not sponsored by the University of Wisconsin–Green Bay (UW-Green Bay). I understand that UW-Green Bay does not have any liability or responsibility for my program and unless approved by the Registrar my earned credits may not be institutionally approved by UW-Green Bay. I understand that it is my responsibility to make arrangements at UW-Green Bay in regards to academic requirements, admission, financial aid, housing, and other related offices and have learned about these processes and my options through the completion of this form.

Name: ____________________________           UWGB ID: ____________________________

Student Signature: ____________________________           Date: ____________________________

OFFICE USE ONLY

Received DATE: ____________________________           Program Withdrawal DATE ____________________________