

# UWGB Students on Non-UWGB Study Abroad Programs Checklist



Name: \_\_\_\_\_

UWGB ID: \_\_\_\_\_

Program/Location: \_\_\_\_\_

UWGB email: \_\_\_\_\_

Host University/Program: \_\_\_\_\_

Year: \_\_\_\_\_

Term (circle one):

Summer

Winter

Academic year

Fall

Spring

**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 108). If you have questions, please contact the Office of International Education at [oi@uwgb.edu](mailto:oi@uwgb.edu) or 920-465-2190.

## #1: Office of International Education—CL 108

Signature Required

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) (Date)

**BEFORE meeting with Registrar PLEASE email program and course information to: [registrar@uwgb.edu](mailto:registrar@uwgb.edu)**

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

## #2: Registrar/Transfer Coordinator—SS 1100

Signature Required

- 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)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) (Date)

## #3: Financial Aid— SS 1100

Signature Required

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature) (Date)

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## #4: Bursar— SS 1300

Signature Required

- Discussed current account balance
- Reviewed fee process/waivers /agreements needed

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## #5: Academic Advising— SS 1600

Signature Required

- Student provided course descriptions of potential courses
- Discussed classes that will work for General Education credit and completed Advising Agreement

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## #6: Departmental Major/Minor Advisor

Signature Required

- Student provided course descriptions of potential courses
- Discussed classes that will work for Major/Minor credit and completed Advising Agreement

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## #7: Office of International Education—CL 108

Signature Required

- Returned Non-UWGB program form and completed checklist
- Returned completed Advising Agreement
- Submitted travel grant application (if eligible)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*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 \_\_\_\_\_