Student Information

Last Name	First Name	UA ID Number		
Current Major (Plan)	Current College (Program)	Class Level		
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Instructions

- 1. Read the Education Abroad information located at http://www.uakron.edu/education-abroad.
- 2. You are requesting permission to take a specific course. Therefore, when filling out this form, you must provide the exact course name and number of the host institution course.
- 3. Log into one of the following resources: (1) https://www.uakron.edu/transfer/ted and select the country, state and school OR (2) https://transferology.com (this website requires that you create an account) and enter the school name, term and course you wish to enroll in. If the course shows an equivalent to a UA course, enter the course information on this form.
- 4. If no equivalency exists, you will need to obtain a course description from the host institutions catalog (or website) and/or a course syllabus and submit it to intltransfer@uakron.edu for UA equivalency review. Once the course description and/or syllabus has been reviewed, the approved equivalency course information will be listed in https://www.uakron.edu/transfer/ted. After all courses have been approved, you may continue with processing this form.
- 5. If you are requesting a waiver of the Final 30 Credits in Residence requirement, you must provide a written rationale and attach it to this form.
- 6. Contact your academic advisor to schedule an appointment to meet and discuss your Education Abroad permission request. Your academic advisor's signature is required on this form.
- 7. Obtain your college dean's signature. Your academic advisor will provide instructions on how to obtain this.
- 8. A copy of this approved form must be submitted to the Education Abroad Office either via email to both edabroad@uakron.edu and intltransfer@uakron.edu or in person to the International Center.
- 9. Retain the original for your records. The host institution may require a copy of the approved form prior to registration.
- 10. Once the Education Abroad course has been completed at the host institution, request that an official transcript be sent to: International Center, The University of Akron, Akron OH 44325-4711

Conditions of Request (select all that apply)

□ Student is in good academic standing.
☐ Student is not requesting to complete transient coursework during the last 30 credits of a baccalaureate degree or 15
credits of an associate degree.
☐ Student understands that an official academic transcript must be sent directly to Education Abroad (+4724) from the host nstitution upon completion of Education Abroad coursework.

Conditions Verified. Academic Advisor's Signature	Academic Advisor's Printed Name	Date		

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