Student Checklist
Non-UD Study Abroad Programs

Before You Leave

- Find a program
- Complete the Transfer Institution/Program Approval form found at the Registrar’s Office’s website to determine if UD accepts credits from this institution ([http://www1.udel.edu/registrar/transfer/transins-intl-sa.html](http://www1.udel.edu/registrar/transfer/transins-intl-sa.html))
- If you plan to transfer business courses, confirm that the “University of Record” is AACSB accredited ([www.aacsb.edu](http://www.aacsb.edu))
- Determine if your financial aid, scholarships and/or loans will be available to fund the program (Student Services Building, 30 Lovett Avenue)
- Meet with your academic advisor to review your plans
- Once you have been notified by the Registrar’s Office that your program is approved, follow the instructions on their website to have your coursework evaluated by the appropriate academic departments ([http://www1.udel.edu/registrar/transfer/transins-intl-sa.html](http://www1.udel.edu/registrar/transfer/transins-intl-sa.html))
- Deliver your completed and signed TCE form to the Registrar - Transfer Credit (Univ. Visitors Center, 210 S. College Avenue)
- Obtain and complete a Leave of Absence form from your college Assistant Dean’s office and return it to them. Find your Assistant Dean’s office here ([http://www1.udel.edu/registrar/faculty_staff/subjects.html#aadeans](http://www1.udel.edu/registrar/faculty_staff/subjects.html#aadeans))

While You Are Abroad

- Arrange to have your transcript sent to UD:
  
  Registrar: Transfer Credit  
  University of Delaware  
  210 S. College Avenue  
  Newark, DE 19716  
  - Register for the following session/semester

When You Return

- Follow-up with the program to ensure that your transcript is sent to UD
- Monitor your UDSIS account to ensure that your transfer credits are posted
- Follow-up with the Registrar if the transfer credits are not posted by the end of the semester following your return