

OVERSEAS ENROLLMENT REPORT FORM

SEND THIS FORM TO UALBANY FROM OVERSEAS AFTER YOU HAVE REGISTERED FOR CLASSES!!!

Student's name _____ Overseas University/Program _____
 Student's ID number _____ Which semester/year? Fall 20____ Spring 20____ Summer 20____ Winter 20____
 Student's Home campus: UAlbany other Administering SUNY campus: _____

Host University Course Number, if any	Official Course Title at Host University and English Translation (if applicable)	# of Credits or Units at Host University	# of SUNY Credits anticipated <i>See Notes 1 and 2 below. Make sure you are taking the minimum number of credits required for your program.</i>

NOTE 1: If you are unsure how many SUNY credits you will be awarded for each of your courses, check your program-specific checklist or ask the SUNY campus that administers your program!

NOTE 2: The minimum load for fall or spring semesters is 12 SUNY credits; the maximum is 19 SUNY credits per semester (not including credits from required preessions) unless you have received permission to take a larger load from the campus where you are registered for study abroad. Credit loads for shorter-term programs are established by the administering SUNY campus. If you do not know how many SUNY credits to take while you are abroad, ask the administering SUNY campus.

Have your completed form verified by following STEP (a) OR (b) on page 2 of this form. Sign the form in section (c), and send both pages and any supporting materials to the Office of International Education, SL G40, University at Albany, Albany, NY 12222, or FAX it to (518) 591-8171, or send a PDF scan or photograph of this form to studyabroad@albany.edu.

VERIFICATION

(a) ___ I have attached a copy of an **official enrollment report** from the host university, so a host university signature is NOT needed.

OR

(b) ___ I certify that the information on this enrollment report is correct:

(signature of host university official *or* host university study abroad program director/ date)

AND

(c) I understand that this form will be used to make a preliminary determination of the number of credits to be awarded by UAlbany, assuming all courses are completed successfully. Credits will not be granted until after UAlbany has received an official transcript from the host university or SUNY campus administering the program.

I further understand that my financial aid may be affected if I am not enrolled in and/or do not complete the minimum number of credits required by my home campus.

(signature of student/ date)

ALSO PRINT YOUR NAME HERE, PLEASE

All students: Course Equivalents are determined by your home campus!

Non-Albany students should collect course descriptions and submit them to their home campus following their home campus's procedures.

UAlbany students: All overseas courses will automatically count (as lower-division elective credits) toward the 120 credits you need for an undergraduate degree. Only courses that you want to have count in your major or minor need specific approvals. If you would like a particular overseas course *that has not already been approved* to be considered for inclusion in your major or minor, tell us which courses need to be reviewed, which department should be contacted, and the name of your academic advisor. Submit appropriate documentation (syllabus, etc.).

For General Education requirements other than International Perspectives (IP) or Language (FL), you must file a Gen Ed request for an exception yourself with the Office of the Dean of Undergraduate Education: http://www.albany.edu/undergraduateeducation/forms_links.php
IP (and FL, if appropriate) Gen Eds will be assigned automatically but will not appear on your audit until your grades have been processed.

In all cases, **if you are now seeking specific approvals** for courses that were not approved before you left for overseas, **attach course descriptions and syllabi** when you fax or mail this form or email them to studyabroad@albany.edu and/or directly to your academic advisor.

Even if you have had courses pre-approved, it would be wise for you to keep copies of all course descriptions and your coursework until all of your equivalents have been processed. Approved equivalents do not show on your audit until your grades from study abroad have been posted.