



Have you started an online application for your overseas program yet?

If not, please do not fill out & submit the following form until you have done so.

To start an application with UAlbany, please follow these instructions:

Step 1: Visit <https://ualbany.studioabroad.com/>. Click [Programs](#) to begin your search for the perfect study abroad option by country, city, academic term, or subject area.

Step 2: When you find the specific program you want to apply for, click the **Apply Now button**, located at the top and bottom of each program's web page.

Step 3: Follow the instructions to **create** your online study abroad application account.

Step 4: When you receive your email confirmation that your application account has been successfully created, **login to begin the application process.**

If you have already started an online application with UAlbany: great!

You may complete and submit the following form via fax or by US mail:

University at Albany
Science Library G 40
1400 Washington Avenue
Albany, NY 12222

Fax: 518-591-8171

University at Albany, State University of New York

OFFICE OF STUDY ABROAD AND EXCHANGES, SL G40

PRELIMINARY APPROVAL OF COURSES TO BE TAKEN IN A SUNY ACADEMIC PROGRAM OVERSEAS
THIS FORM IS FOR ALBANY STUDENTS ONLY.

Country _____ Administering SUNY Campus _____

Host University _____

Duration of Program: **Fall** 20__ **Spring** 20__ **Academic Year** 20__ - 20__ **Summer** 20__ **Other** (give dates) _____

Name _____ Student's ID No. _____
LAST FIRST

Major _____ Minor _____ Present Class Level _____

By presenting this form, this student has informed you as his/her major department advisor that he/she will register for a SUNY overseas program with a G-INS course number. It is Albany's policy that all courses taken overseas which do not duplicate courses already completed will earn credit toward the student's degree. It is the student's responsibility to submit full course descriptions for each course along with an Overseas Credit Equivalents Form (OCEF) once the student has actually registered overseas. The OCEF, when fully completed, will determine the assignment of credits. Courses need not have an exact match at Albany to earn credit.

ADVISOR: You may approve specific courses for inclusion in the student's major or minor at this time. (Students must complete a separate form obtained in LC 30 for Gen. Ed. approvals.) If you have received adequate course descriptions to make such a determination, please list the overseas courses and their Albany equivalents here. Courses may be assigned a generic equivalent such as HIS 030 for a 300 level History class. **If courses are listed in this section, it is agreed that if the student completes them, they will be ACCEPTED FOR CREDIT WITHIN THE MAJOR OR MINOR AS FOLLOWS:**

Overseas course	Albany equivalent	Overseas course	Albany equivalent

In addition to these specific courses, I recommend that this student take coursework in the following areas if possible:

ADVISOR'S NAME (PLEASE PRINT) _____ DEPARTMENT _____ CAMPUS ADDRESS _____

ADVISOR'S SIGNATURE _____ DATE _____

Students: Submit the original of this document to the Office of Study Abroad and Exchanges, SL G40. Make a copy for yourself.
Advisers: Please keep a copy of this form in the student's advisement file.