

VERIFICATION OF OVERSEAS ENROLLMENT FORM

Office of Global Opportunities, Ohio University

This form must be completed by all Ohio University students participating on an Ohio University exchange program, Ohio International Consortium (OIC) program, or a Non-Ohio University program for transfer credit **after** you arrive to your host country and for each semester you are studying abroad. Financial aid will not be released until after this form is submitted. If the form is damaged or lost, you may obtain a signed letter stating the same facts on the program or institution letterhead.

Please anticipate that it will take approximately two weeks for financial aid to be released after the Office of Global Opportunities receives your completed verification of enrollment form.

Follow these steps:

- You must submit this form **each Ohio University semester** you are studying abroad.
- The appropriate institutional authority overseas (in-country Program Director or Registrar) must sign, date, and, if available, affix or stamp the institution's official seal on it.
- Complete all sections of the form clearly and accurately and send by fax, email or mail to the Office of Global Opportunities.

RETURN COMPLETED FORM TO:

Office of Global Opportunities, Ohio University
Walter International Education Center, Athens, OH 45701. USA
Fax: (740) 593-9758
Email: global.opportunities@ohio.edu
Web: www.ohio.edu/goglobal

TO BE COMPLETED BY STUDENT

I am submitting this form for the following OHIO term: _____ Summer 201__ _____ Fall 201__ _____ Spring 201__

Program Length: _____ to _____
(Start Date) (End Date)

Current Foreign Address:

E-mail address: _____ **Telephone:** _____

TO BE COMPLETED BY IN-COUNTRY PROGRAM/EXCHANGE DIRECTOR OR REGISTRAR

This is to certify that

_____ (Student's Name) _____ (PID)

has enrolled as a full-time student at _____
(Host University or Program Sponsor)

This student is currently registered for _____ number of host institution credits for the current semester/term of _____
(Start Date) to _____ (End Date).

The type of host institution credits are _____ (e.g. ECTS, credit points, units).

Signature of Program/Exchange Director or Registrar: _____

Making transfer credit work for you!

You have gotten your classes preapproved by completing part 3 of the Foreign Study Checklist. This is helps you plan for what courses will be added to your DARs as long as you pass them with a C or above.

REMEMBER:

- Make sure you do not register for classes on the OHIO campus that you will have completed abroad.
- If your transfer specialist has requested any post-approval documentation, such as coursework, etc. be sure to save it and provide it upon your return.
- If applicable, request your transcript, translated in English if necessary, from your program provider or host university
- Transcript should be sent to the **Office of Global Opportunities, Ohio University, 15 Park Place, Athens, Ohio, 45701.**
 - Upon receipt, the transcript is forwarded to the Office of Undergraduate Admissions and then to your college/department as they add the course equivalencies.

FYI - It can take 2 to 4 months for OHIO to receive your transcript, enter eligible credit on your record, and complete the process so that the courses appear on your DARs!

FAQ's

- **What if my preapproved class(es) are full/not offered?** You need to get approval via email from your college transfer specialist for any courses that have not been pre-approved in FSC part 3.
 - **Important:** Be sure to bring copies of any coursework, graded essays and papers, tests, hard copies of the course syllabus and course descriptions for the course back to campus with you.
- **What if I test into a beginner level, but I need intermediate for my language requirement?** You will take a language placement test pre-departure or upon arrival in country. It is strongly recommended that you take this very seriously and study. Otherwise, you may not place as high as you expect. If you place into a lower level, ask if you can take the higher level, even if you will need to work harder. This is up to the discretion of the host language school or instructor. **Please note:** You will not get credit for a course you already took at OHIO.
- **How do I check on my transfer credit?** You can keep tabs on your transfer credit by going to your My Ohio Student Center Portal.
 - Select **Transfer Credit Report** from drop-down window under the **Academics** section
 - If you do not see Study Abroad Courses listed, OHIO has not received your transcript
 - If you see your Study Abroad Courses, you will see: “No Rule” or “Posted”
 - No Rule- means the transcript has been processed by Admissions and sent to your college transfer officer.
 - Posted- means your college/department has processed the transcript and posted the courses to your DARs
- **How do I get an official transcript for my own records?** You should request your transcript while you are on site, from the provider or the host university, depending on the institution you listed in Part 2 of your FSC. You will need one to be sent directly to the Office of Global Opportunities (this is **REQUIRED**). You may ask for an additional transcript for your records. Please note that not all providers may have this option and they may charge a fee.