



**University of the Incarnate Word
Study Abroad Office
Request to Study Abroad Form**

Submit this form as part of your UIW Study Abroad online application by the application deadline for the term you wish to study abroad.

Student Information:

Name: _____ Student ID: _____
Date of Birth: (mm/dd/yyyy): _____ Anticipated Graduation Term: _____
Major: _____ Phone: _____
Email: _____ @student.uiwtx.edu

Student Instructions:

1. Read and initial each of the below statements, and sign at the bottom.
2. Review courses offered at your host school. Please keep in mind that each school has their own process, policies, and deadlines. You may have to refer to a previous semester when choosing courses. Therefore, it is highly encouraged that you have alternative course options prepared.
3. Provide your academic advisor with a list of courses you have chosen along with corresponding course descriptions before sending this document for signature.
4. It is your responsibility to allow sufficient time to obtain all signatures prior to the deadline.

Transfer Credit Policy:

_____ I understand it is my responsibility to provide the [UIW Office of the Registrar](#) with an official transcript reflecting the completion of the courses.

_____ I understand that, if required, it is my responsibility to have the transcript professionally evaluated and/or translated in a timely manner at my own cost.

_____ Official transcripts and evaluations must be received within 6 months of the completion of the semester abroad.

_____ I am responsible for canceling my registration if I withdraw from the program, stop attending courses, or do not complete the course requirements.

_____ I am responsible for my financial obligations and grades regardless of whether I attend class or not.

_____ I understand fees are assessed for late and add/drop registration.

_____ I understand that this process is not complete until the [UIW Office of the Registrar](#) has approved this form.

Student's Signature: _____ **Date:** _____



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Consortium Agreement for Study Abroad:

I. Completed by Student

Students that attend a UIW Straight Exchange school in the Study Abroad Program **are** eligible to receive financial aid through the UIW Office of Financial Assistance. Not all institutions are considered straight exchange. Depending on the institution you select, your costs and eligibility may change.

Type of Study Abroad Partnerships:

- Straight Exchange Schools:** Students enrolling in a straight exchange school (including UIW-Strasbourg) may use **all** of the aid they are awarded at UIW. Students **can** apply for UIW Study Abroad scholarships. Housing is an additional expense that can be paid for out of pocket or by student loans. *For a complete list of straight exchange schools, please contact the Study Abroad Coordinator.*
- Non-Straight Exchange Schools (NSE):** Students enrolling in a non-straight exchange school are **not** eligible to use UIW sponsored aid (such as merit scholarships, athletic scholarships, tuition waivers, or other UIW grants/scholarships). Housing and meals are an additional cost. Students are **not** eligible for the UIW Study Abroad scholarships if traveling to the following Non-Straight Exchange schools: John Cabot University, University of Arts London (Central St. Martins, Chelsea College, London College of Fashion, Camberwell, Wimbledon College), and American University of Paris.
- UIW Mexico Campuses (NSE):** Students will have a discounted pricing that includes tuition, room, and some excursions. Students **cannot** use UIW sponsored aid (such as merit scholarships, athletic scholarships, tuition waivers, or other UIW grants/scholarships).

Program of Study Begin Date: _____ End Date: _____

II. Student Certification

- _____ All financial aid records will be maintained in the UIW Office of Financial Assistance.
- _____ I understand the University payment policies and options as outlined in the UIW Bulletin and Course Schedule.
- _____ I will adhere to parking and insurance waiver deadlines before my departure date.
- _____ I understand my student account balance must be current to participate in a Study Abroad Program.
- _____ I am responsible for making payment arrangements through the UIW Business Office if my financial aid does not cover my Study Abroad expenses.
- _____ I am responsible for notifying the UIW Office of Financial Assistance of any changes in enrollment or program costs.
- _____ I am responsible for maintaining Satisfactory Academic Progress at all times.
- _____ I will submit transcripts at the end of the term from the Study Abroad Institution to UIW.

Student Signature (**Required**): _____ Date: _____



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III. Completed by the Study Abroad Coordinator

The table below specifies the estimated expenses at the study abroad institution for the period of active enrollment only. **Financial Assistance does not cover expenses for periods of non-enrollment.** Students must provide a signature from the Study Abroad Coordinator approving the expenses.

Chosen Study Abroad Partnership:

- Straight- Exchange School Non- Straight Exchange School UIW-Strasbourg UIW Mexico Campus

Room charged to UIW: Yes (UIW will be invoiced) No (student will be invoiced)

Student Enrollment:

Fall/Spring Full time (12+ hrs) Part time (9-11 hrs) Half time (6-8 hrs) Less than half time (<6 hrs)

Summer Full time (6+ hrs) Half time (<6 hrs)

| HC | Expenses | Summer | Fall | Spring |
|----|-------------------|--------|------|--------|
| | Tuition | | | |
| | Insurance | | | |
| | On-Site Fees | | | |
| | Books/Supplies* | | | |
| | Room | | | |
| | Board | | | |
| | Transportation* | | | |
| | Related Expenses* | | | |
| | Total | \$ | \$ | \$ |

Amounts for book/supplies, transportation (includes airfare), and related expenses are reimbursed up to the amounts shown in the table above. Please note that if your costs for books/supplies, transportation and/or related expenses exceed the above budgeted amount, you will be responsible for paying those additional costs out of pocket.



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IV. Completed by Office of Financial Assistance

| Fund | Summer | Fall | Spring |
|----------------------|--------|------|--------|
| Scholarships | | | |
| Grants | | | |
| Direct Federal Loans | | | |
| Other Loans | | | |
| Other | | | |
| TOTAL | | | |

Total Charges _____
 Financial Aid: _____
 Other Payments: _____
 Student Refund: _____

| Financial Aid Advisor | | |
|-----------------------|-----------|------|
| Name and UIW Email | Signature | Date |
| Comments | | |
| | | |

**STUDENT must make an appointment with financial aid to obtain their signature and have the Consortium Form filled out. Please email Myrna Uriegas, of Financial Assistance at mmrodri7@uiwtx.edu. Prior to meeting with financial aid, your FAFSA for the academic year of your study abroad program will need to be completed. Attach Consortium Form, here:*



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Faculty/Administrator Instructions:

1. This student is requesting your approval for the courses listed. If necessary, you may request additional information.
2. If the course is not equivalent to a UIW course but fulfills the degree requirement, the student will have to complete a [substitution form](#).
3. Please note that while a course may fulfill the degree requirement, lower level courses will not count towards upper level requirements.
4. The Office of the Registrar will review equivalencies suggested on the form by faculty/student and approve final determination of appropriate equivalencies and levels. However, course substitutions may still be applied after the courses are submitted. Remember that lower level courses will carry a non-advanced attribute if substituted for an upper level course.

Faculty/Administrator Approval:

Signatures of approval are required from the following administrators.

| Academic Advisor | | |
|--------------------|-----------|------|
| Name and UIW Email | Signature | Date |
| Comments | | |
| | | |

| Academic Dean | | |
|--------------------|-----------|------|
| Name and UIW Email | Signature | Date |
| Comments | | |
| | | |



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| Dean of Student Success | | |
|--------------------------------|-----------|------|
| Name and UIW Email | Signature | Date |
| Comments | | |
| | | |

| Study Abroad and Exchange Coordinator | | |
|--|-----------|------|
| StudyAbroad@uiwtx.edu | Signature | Date |
| Name and UIW Email | Signature | Date |
| Comments | | |
| | | |

| Registrar | | |
|--------------------|-----------|------|
| Name and UIW Email | Signature | Date |
| Comments | | |
| | | |

Please contact the UIW Study Abroad Office with any questions or comments.

studyabroad@uiwtx.edu

[UIW Study Abroad](#)

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