

# GRADUATE ACADEMIC ADVISING FORM (Page 1)

## Review Policies Below and Sign

**ALL STUDENTS** must notify UFIC of any overseas credit changes within 10 days of the change.

1. It is important that you maintain communication with your department about any changes in your approved curriculum, contact information, and travel plans. I understand that it is my responsibility as outlined above.
2. To qualify for financial aid, you must meet all financial aid requirements.
3. The Graduate School strongly recommends that you do not participate in study abroad and exchange programs in your final term due to the lengthy processing delays from international institutions. Therefore, if you have applied for your degree to be conferred at the end of your semester abroad, you are responsible for making arrangements with your host institution to provide an official transcript in a timely manner to ensure that your graduation is not delayed. Keep in mind that international mail is slow and that Study Abroad Services at UFIC must process your transcript before the Registrar can finalize your UF transcript.
4. All courses must be graduate level.
5. For transfer credit programs, students must earn a letter grade equivalent to a B or better in order for the credit to count toward the graduate degree.
6. International students participating in foreign study programs must meet minimum credit enrollment requirements to comply with U.S. immigration policies:
  - Fall or Spring: Full-time enrollment required (minimum 9 credits)
  - Summer: No minimum enrollment required

## *Transcripts*

- In order to post foreign grades and coursework to your UF transcript, the University of Florida Registrar requires UFIC to obtain the official transcript in its original and unopened envelope from the host institution; faxed/emailed transcripts are not accepted. Please have your transcript sent to the address below:

UF International Center  
Transcript Processing  
1765 Stadium Rd., Suite 170 HUB  
P.O. Box 113225  
Gainesville, FL 32611-3225

- **Under normal circumstances, please allow 2-3 months upon program's completion for grades to be posted.**
- **Please see your Study Abroad Advisor to discuss any concerns you may have about the posting of your grades and/or possible delays to your graduation.**

I understand and acknowledge the policies outlined above:

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Obtain Required Signature(s)

Graduate School: \_\_\_\_\_

Date: \_\_\_\_\_

### COLLEGE OF ENGINEERING AND CALS STUDENTS ONLY

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Dean: \_\_\_\_\_

## GRADUATING STUDENTS

To graduate in \_\_\_\_\_ (term), all courses, credits, and grades must be received, processed, and posted in final form to your UF transcript by 9:00am on \_\_\_\_\_ . There will be no exceptions to this deadline.

Please initial: \_\_\_\_\_

## GRADUATE ACADEMIC ADVISING FORM (Page 2)

### Student Information

UFID#: \_\_\_\_\_ FIRST & LAST NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 PROVIDER/PROGRAM NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_ TERM ABROAD: \_\_\_\_\_

**GPA Check** - To be completed by the UF International Center (UFIC) **BEFORE** you see your graduate and academic advisors:

Student GPA: \_\_\_\_\_ UFIC APPROVAL: \_\_\_\_\_ Yes  UFGPA Credit **UFIC Signature:** \_\_\_\_\_  
 \*\*Conditional approval pending end of semester GPA: \_\_\_\_\_ (UFIC initial)  Transfer Credit **Date:** \_\_\_\_\_

### Course Selection & Approval

**Student:** List Foreign Courses

**Graduate Advisor (Department-Specific):** Provide UF course equivalencies for the foreign courses listed below. Supporting materials should be provided by the student.

Foreign Course Number & Title: _____ _____ # of Foreign Credits: _____	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____
Foreign Course Number & Title: _____ _____ # of Foreign Credits: _____	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____
Foreign Course Number & Title: _____ _____ # of Foreign Credits: _____	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____
Foreign Course Number & Title: _____ _____ # of Foreign Credits: _____	UF Course Prefix and #: _____ # of UF Credits to Be Awarded: _____ Approved by (print name): _____ Signature: _____ Dept/Title: _____ Date: _____

### Credit Hours

1. I WILL EARN \_\_\_\_\_ CREDIT HOURS WHILE ABROAD
2. I WILL EARN \_\_\_\_\_ OTHER CREDIT HOURS WHILE ABROAD

**Please Note: To qualify for financial aid, you must meet all financial aid requirements.**

**Required Signature** - Meet with your Academic Advisor (in your college) to ensure this program complements your academic career.

Total number of credits approved: \_\_\_\_\_. The above named graduate student is in good standing in the Department of \_\_\_\_\_ in the College/School of \_\_\_\_\_.  
 The credit hours received in this program \_\_\_ WILL \_\_\_ WILL NOT be needed in order to graduate.

**Academic Advisor Signature:** \_\_\_\_\_  
 Printed Name of Academic Advisor: \_\_\_\_\_  
 Dept./Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_