



# **Study Abroad Guide to Academic Pre-Approval**

# Getting Started

## Why is academic pre-approval necessary?

When studying abroad, students must enroll in courses they will transfer back to UNT as relevant academic credit—whether for general education, major, or electives. The pre-approval process ensures these courses fit into their degree plans. At the conclusion of their program, the Study Abroad Office evaluates their transcript based on the Transfer Credit Pre-Approval Form and forwards documentation to the Registrar to post their study abroad coursework. Without this form, transcripts cannot be processed effectively.

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## Where can I find the courses and syllabi offered on a program?

- Students should compile syllabi for all courses they wish to take and provide them to their department for evaluation.
- **Affiliate Programs:** Course details and syllabi are available on the affiliate provider's website.
- **Exchange Programs:** Course catalogs are linked in each program brochure at [studyabroad.unt.edu](http://studyabroad.unt.edu) under the [exchange programs](#) section.
- If syllabi or current course lists are unavailable online, the study abroad advisor can help you obtain them.
- Study abroad advisors for affiliate and exchange programs are:
  - [Dave Kilough](#): Africa, Middle East, Europe, the Americas + Caribbean
  - [Glenn Danielson](#): Asia, South Pacific, Australia + New Zealand

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## Who should complete course approvals?

- **Major or elective credit:** Faculty/major advisors must approve courses that count toward major requirements. Academic advisors should approve classes for elective and core credit.
- **Minor credit:** If the course may apply toward a declared minor, approval must come from an advisor within the minor department.
- **Language credit:** Staff advisors can evaluate classes up to sophomore level. For advanced language credit, WLLC faculty advisors should evaluate and approve the course.

# Pre-Approval Form: Student Section

**Host institution:** Program provider or university abroad offering the program

**Program Sponsor:** Affiliate program provider or exchange university

**Program Dates:** Official program dates (not departure or return)

**Host Institution Credit System:** Information found on affiliate or host university website

**Full-time Semester Course Load Equivalent:** Host institution credits required for full-time enrollment

**Host University Course Code and Title:** Taken from program course list or syllabus

**Host University Credits:** Number of credits granted in the host university credit system

**Signature:** Student must sign



## ACADEMIC PRE-APPROVAL FOR STUDY ABROAD

Study Abroad Office Staff Only:  
Date Rec'd: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_

Name: \_\_\_\_\_ UNT ID: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Major: \_\_\_\_\_ Host Institution: \_\_\_\_\_ Country: \_\_\_\_\_  
Program Sponsor: \_\_\_\_\_ Program Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Host Institution Credit System: \_\_\_\_\_  
A full-time semester course load at this school (equiv. to 12 hrs. at UNT) is \_\_\_\_\_ credits.

Students should obtain approval for approximately twice as many classes as they intend to take in order to have back up options pre-approved prior to going abroad.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY ACADEMIC ADVISOR			
Host University Course Code & Title (Some universities may not have course codes)	Host Univ. Credits/CPEP	UNT Credits	UNT Course Number	Department Name, Contact Info (Email & Phone)	Signature & Printed Name of Advisor & Date

Students receiving financial aid may only take up to 24.99% of courses necessary for their degree at one location abroad. Please have your major academic advisor complete this section:

Degree Plan Total Hours: \_\_\_\_ X 25% = \_\_\_\_ (The student may take LESS than this number)

Example: 120 credit hours degree plan X 25% = 30 credits hours. Students may take LESS than 30 credit hours.

The above named student has permission to study at the above-mentioned campus for the period stated. Credits earned are acceptable toward graduation in the student's program of study.

**College Dean/Designee Signature for Approval**

I understand that 1) Financial aid is only applicable to courses that apply towards my degree plan completion and that 2) All courses must be approved for transfer to UNT. Courses listed without a UNT equivalency will NOT be transferred to UNT. Student Signature of Understanding: \_\_\_\_\_  
The student should return this form with all of the appropriate signatures to the Study Abroad Office, Marquis Hall, Room 145.



# Pre-Approval Form: Student Example

**Number of Courses to Approve:** It is advisable to approve additional alternate classes. We recommend:

- Summer programs: 4 or more courses
- Semester programs: 8 or more courses
- Academic year programs: 14 or more courses

**What next:** After completing this form and reviewing their course selection with an advisor, the student should forward this form to their academic or faculty advisor to evaluate and sign.



## ACADEMIC PRE-APPROVAL FOR STUDY ABROAD

Study Abroad Office Staff Only:  
Date Rec'd: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_

Name: Charlotte Aitchison	UNT ID: 8888888	E-mail: _____
Phone: (888)888-8888	Major: Public Health	Host Institution: University of Botswana
Country: Botswana	Program Sponsor: CIEE	Program Dates: 01 / 21 / 2025 to 05 / 29 / 2025
Host Institution Credit System: US	A full-time semester course load at this school (equiv. to 12 hrs. at UNT) is _____ credits.	

Students should obtain approval for approximately twice as many classes as they intend to take in order to have back up options pre-approved prior to going abroad.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY ACADEMIC ADVISOR			
Host University Course Code & Title (Some universities may not have course codes)	Host Univ. Credits/CPEP	UNT Credits	UNT Course Number	Department Name, Contact Info (Email & Phone)	Signature & Printed Name of Advisor & Date
PUBH 3001: Public and Environmental Health Issues in Botswana	3				
PUBH 3002: Community Health Practicum	3				
INDR 4901: Directed Independent Research	3				
COMM 3301: Intercultural Communication and Leadership	3				
AFST 1001: Setswana Language and Culture Practicum	2				
PUBH 4330: Demographic Aspects of HIV/AIDS Epidemic	3				
ENGL 3110: Botswana Literature	3				
BIOL 4110: Parasitology for Health Sciences	3				

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Degree Plan Total Hours: \_\_\_\_\_ X 25% = \_\_\_\_\_ (The student may take LESS than this number)

Example: 120 credit hours degree plan X 25% = 30 credits hours. Students may take LESS than 30 credit hours.

The above named student has permission to study at the above-mentioned campus for the period stated. Credits earned are acceptable toward graduation in the student's program of study.

College Dean/Designee Signature for Approval \_\_\_\_\_

I understand that 1) Financial aid is only applicable to courses that apply towards my degree plan completion and that 2) All courses must be approved for transfer to UNT. Courses listed without a UNT equivalency will NOT be transferred to UNT. Student Signature of Understanding: \_\_\_\_\_

The student should return this form with all of the appropriate signatures to the Study Abroad Office, Marquis Hall, Room 145.

Form Last Updated: 1/7/19

# Pre-Approval Form: Advisor Section

**UNT Credits:** Convert host university credits to UNT credits.

**UNT Course Number:** Advisors can assign a specific course number, a course number range, or transfer elective credit. Students should provide course descriptions and syllabi to advisors.

**Department Name, Contact Info:** Name and email of advisor completing the form

**Signature & Printed Name of Advisor:** Each class evaluation must be signed and dated

**Degree Plan Total Hours:** Complete as instructed on form.

**College Dean/Designee Signature for Approval:** The study abroad office will accept an academic advisor's signature on the designee line. Some colleges may have additional restrictions; please consult with your director for clarification.



## ACADEMIC PRE-APPROVAL FOR STUDY ABROAD

Study Abroad Office Staff Only:  
Date Rec'd: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_

Name: \_\_\_\_\_ UNT ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Major: \_\_\_\_\_ Host Institution: \_\_\_\_\_ Country: \_\_\_\_\_

Program Sponsor: \_\_\_\_\_ Program Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Host Institution Credit System: \_\_\_\_\_

A full-time semester course load at this school (equiv. to 12 hrs. at UNT) is \_\_\_\_\_ credits.

Students should obtain approval for approximately twice as many classes as they intend to take in order to have back up options pre-approved prior to going abroad.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY ACADEMIC ADVISOR			
Host University Course Code & Title (Some universities may not have course codes)	Host Univ. Credits/CPEP	UNT Credits	UNT Course Number	Department Name, Contact Info (Email & Phone)	Signature & Printed Name of Advisor & Date

Students receiving financial aid may only take up to 24.99% of courses necessary for their degree at one location abroad. Please have your major academic advisor complete this section:

Degree Plan Total Hours: \_\_\_\_ X 25% = \_\_\_\_ (The student may take LESS than this number)  
Example: 120 credit hours degree plan X 25% = 30 credits hours. Students may take LESS than 30 credit hours.

The above named student has permission to study at the above-mentioned campus for the period stated. Credits earned are acceptable toward graduation in the student's program of study.

**College Dean/Designee Signature for Approval**

I understand that 1) Financial aid is only applicable to courses that apply towards my degree plan completion and that 2) All courses must be approved for transfer to UNT. Courses listed without a UNT equivalency will NOT be transferred to UNT. **Student Signature of Understanding:** \_\_\_\_\_

The student should return this form with all of the appropriate signatures to the Study Abroad Office, Marquis Hall, Room 145.

Form Last Updated: 1/7/19

# Pre-Approval Form: Credit Calculation

**Fixed Transfer Rates:** If a course's equivalency is explained here or online, you can easily calculate how many UNT credits each transfer class is worth. However, not all credits have a fixed transfer rate.

**Contact Hours:** For courses without a fixed rate, use classroom time to estimate credit value.  
15 hours = 1 UNT credit

**Equivalent Course at UNT:** If an advisor confirms a course is equivalent to a UNT course, it should transfer with at least the same number of credits. Additional credits may be granted if the contact hours exceed those of the UNT course. These may count as a separate UNT course or elective credit.



## ACADEMIC PRE-APPROVAL FOR STUDY ABROAD

Study Abroad Office Staff Only:  
Date Rec'd: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_

Name: Twilight Sparkle UNT ID: 777777 E-mail: \_\_\_\_\_  
Phone: (777)777-7777 Major: Psychology Host Institution: American College of the Mediterranean Country: Spain  
Program Sponsor: IAU Program Dates: 01 / 16 / 2025 to 05 / 18 / 2025 Host Institution Credit System: ECTS  
Ma Day Yr. Ma Day Yr.

A full-time semester course load at this school (equiv. to 12 hrs. at UNT) is 24 credits.

Students should obtain approval for approximately twice as many classes as they intend to take in order to have back up options pre-approved prior to going abroad.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY ACADEMIC ADVISOR			
Host University Course Code & Title (Some universities may not have course codes)	Host Univ. Credits/CPEP	UNT Credits	UNT Course Number	Department Name, Contact Info (Email & Phone)	Signature & Printed Name of Advisor & Date
PSY 328: Positive Psychology and Happiness	6	3	PSYC 3000	Psychology Department, lisa.manriquez@unt.edu	Lisa Manriquez
PSY 332: Cross-Cultural Psychology	6	3	PSYC 3XXX (Diversity & Inclusivity)	Psychology Department, lisa.manriquez@unt.edu	Lisa Manriquez
PSY 353: Sensation and Perception	6	3	PSYC 4820	Psychology Department, lisa.manriquez@unt.edu	Lisa Manriquez
PSY/MGT 363: Psychology of the Workplace	6	3	PSYC 3XXX (Applied Psych)	Psychology Department, lisa.manriquez@unt.edu	Lisa Manriquez
SPA 202: Intermediate Spanish II	8	4	SPAN 2040	World Languages emily.thurman@unt.edu	Emily Thurman
DAN 200: Latin Dance	3	2	TRAN 2XXX	CLASS Advising, Michelle.Abeyta@unt.edu	Michelle Abeyta

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Degree Plan Total Hours: \_\_\_\_ X 25% = \_\_\_\_ (The student may take LESS than this number)  
Example: 120 credit hours degree plan X 25% = 30 credits hours. Students may take LESS than 30 credit hours.

The above named student has permission to study at the above-mentioned campus for the period stated. Credits earned are acceptable toward graduation in the student's program of study.

College Dean/Designee Signature for Approval \_\_\_\_\_  
Printed Name Signature Date

I understand that 1) Financial aid is only applicable to courses that apply towards my degree plan completion and that 2) All courses must be approved for transfer to UNT. Courses listed without a UNT equivalency will NOT be transferred to UNT. Student Signature of Understanding: \_\_\_\_\_  
Signature Date

# Credits with Fixed Transfer Rates

## UK Credits

Students in the UK typically take 60 UK credits each semester. Courses are offered in increments of 10, 20, and 40 credits. Students enroll in a combination of courses to be enrolled full-time.

**Advisors must ensure the UK institution courses are the equivalent of at least 12 UNT credits.**

When calculating UK credits, the general rule is to divide by 4 and round up if needed.

**4 UK Credits = 1 UNT Credit**  
**10 UK Credits = 3 UNT Credits**  
**20 UK Credits = 5 UNT Credits**

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## European Credit Transfer System (ECTS)

Credits are displayed anywhere from 2-30 ECTS. 24-30 ECTS is usually considered full-time for undergraduates.

When calculating ECTS, the general rule is to divide by 2 and round up if needed.

**2 ECTS Credits = 1 UNT Credit**  
**5 ECTS Credits = 3 UNT Credits**

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## Contact Hours

Contact hours are a common credit measurement in Spanish-speaking countries. They are also sometimes included in syllabi and can therefore offer some flexibility for classes that may equate to less than three US credits in a standard conversion.

When calculating ECTS, the general rule is to assign one US credit per 15 contact hours.

**15 Contact Hours = 1 UNT Credit**  
**45 Contact Hours = 3 UNT Credits**

# Assigning Credit

## Method A: Direct Conversion

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	45 Contact Hours	3 Credits	UNT Course 1

## Method B: Split UNT Credits

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	20 UK Credits	3 Credits	UNT Course 1
		2 Credits	UNT Course 2 or Elective

## Method C: Combined UNT Credits

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	10 ECTS	3 Credits	UNT Course 1
		2 Credits	UNT Course 2 or Elective
Host Course 2	2 ECTS	1 Credit	



# General Electives, Degree Electives, & Core Credit

## General Elective Credits

Advisors should write “elective advanced” or “elective lower level” in the appropriate space. The advisor determines the level of the elective.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	10 UK Credits	3 Credits	Elective Lower Level

## Core Credits

If the course satisfies core curriculum credits, advisors write “core” in the appropriate space.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 2	6 ECTS	3 Credits	Humanities Core

## Degree Electives

If the course is determined to be a degree elective, the course code along with 1XXX, 2XXX, 3XXX, or 4XXX should be included.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 3	45 Contact Hours	3 Credits	MKTG 3XXX

# Dates and Deadlines

Students must apply through both the UNT Study Abroad Office and their affiliate / exchange partner. The UNT Study Abroad application deadline is typically set two weeks prior to the affiliate deadline. Applications cannot be submitted without a complete Transfer Credit Pre-Approval Form. Students may submit multiple forms if they need approval from more than one advisor.

## Summer Programs

- **Internships:** Usually January 1<sup>st</sup> – 15<sup>th</sup>. A few programs may have deadlines as late as March. Internship deadlines are not flexible.
- **Affiliate Programs:** February 1<sup>st</sup> – April 1<sup>st</sup>. Summer programs typically don't require visas, so deadlines tend to be later.

## Fall Programs

- **Exchange Programs:** February 1<sup>st</sup>. Deadline flexibility varies by program, but space may be limited. Priority goes to students who complete their application by the deadline.
- **Affiliate Programs:** February 1<sup>st</sup> – April 1<sup>st</sup>. Earlier deadlines typically involve programs in countries with long visa application processes, particularly Spain, Portugal, Italy, France, Greece, and Japan. Completing the application before the deadline is advised. Direct enrollment programs may not have flexible deadlines, particularly in the Netherlands and Sweden.

## Winter Programs

- **Affiliate Programs:** October 15<sup>th</sup>. This deadline may be flexible by up to one week.

## Spring Programs

- **Exchange Programs:** September 1<sup>st</sup>. Deadline flexibility varies by program, but space may be limited. Priority goes to students who complete their application by the deadline.
- **Affiliate Programs:** September 1<sup>st</sup> – November 1<sup>st</sup>. Due to the shorter timeline to obtain visas for spring programs, these deadlines have limited flexibility. Completing the application before the deadline is advised.

# Good to Know

## Class Standing Requirements

- **Affiliate and Faculty-Led Programs:** Two semesters of full-time work (24+ credits) and at least one completed semester at UNT at time of departure.
  - Note: First-year students entering UNT with college credit are eligible to go abroad in their second semester if they meet the 30-credit minimum requirement.
  - Students under 18 may participate in select programs with parental consent.
- **Exchange Programs:** Sophomore standing or above at time of departure for most programs; priority is given to upper-level students.

## GPA Requirements

- **Affiliate and Faculty-Led Programs:** Minimum 2.0 GPA; most programs require higher. Check the specific program application for details.
- **Exchange Programs:** Minimum 3.0 GPA for most; some accept 2.75. Higher GPAs are strongly recommended.

## Financial Aid Requirements

- **Summer:** Eligible for aid with enrollment in at least 6 credits (abroad, at UNT, or both).
- **Semester:** Eligible for aid with full time enrollment. All semester students must enroll in the equivalent of at least 12 UNT credits abroad but may take additional UNT courses online.

## Funding

- **UNT Study Abroad Funding Resources:**
  - [studyabroad.unt.edu/funding/](https://studyabroad.unt.edu/funding/)
  - Students can combine awards from multiple sources to cover unmet need.
  - Cost of attendance is adjusted based on program cost, potentially qualifying students for additional aid.
- **Affiliate Scholarships:** Many partners offer need- and merit-based aid. Award amounts and deadlines vary and may precede program deadlines.
- **Affiliate Discounts:** Some partners offer significant discounts on select programs through agreements with UNT, occasionally bringing costs equal to or below UNT's standard cost of attendance.

## Enrollment

- Students are enrolled in CPEP or EXCH placeholder courses while abroad. These remain on the student's permanent record. Foreign courses appear only in the transfer credit record and only after program transcripts have been received and processed.

# Contact Us

Dave Kilough: [david.kilough@unt.edu](mailto:david.kilough@unt.edu)

- Africa, Middle East, Europe, the Americas + Caribbean -

Glenn Danielson: [glenn.danielson@unt.edu](mailto:glenn.danielson@unt.edu)

- Asia, South Pacific, Australia + New Zealand -

[studyabroad.exchanges@unt.edu](mailto:studyabroad.exchanges@unt.edu)

[studyabroad.unt.edu](http://studyabroad.unt.edu)

