

COURSE APPROVAL



Congratulations on your decision to study abroad! Now that you have selected a program, the next step is to meet with a UCF Abroad advisor who will share an overview of the course approval process. They will answer any questions you may have and give you a [Transient Student Form](#). UCF Abroad signature approval is required on Section B of the Transient Student Form to begin the course approval process. To schedule an appointment or ask questions, please email studyabroad@ucf.edu.

REQUEST

Obtain syllabi from your Provider for all courses that you wish to take abroad. UCF Abroad suggests checking the program website for these documents first. If they are not readily available online, please request these via email or telephone. It is best to request 6-8 courses for a semester and 2-4 courses for a summer program.

COMPLETE

A signed [Course Approval Form](#) and syllabus is required for every course. Once you receive all syllabi, complete Section C, Part A of the Transient Student Form, which outlines the details for all intended international coursework.

EMAIL

Send the Course Approval Form and syllabus to the advisor in the appropriate college. You may need to connect with multiple advisors outlined below. If your intended coursework involves several colleges, we recommend starting with your major college first. This process may take several weeks – so start as early as possible!

CAH – Kendra.Gilbertson@ucf.edu	CON – Jessica.Fasano@ucf.edu -OR- Jessica.Simmons@ucf.edu
CCIE – Amber.Carducci@ucf.edu	CECS – Maureen.Waked@ucf.edu
CHPS – Andrea.Small@ucf.edu	Health Sciences Majors – Roblene.Valesteros@ucf.edu -OR- Jennifer.Farran@ucf.edu
COB – Denise.Cordova@ucf.edu	NSC – Rebecca.Morales@ucf.edu
COS – Dena.Ford@ucf.edu	RCHM – Fazal.Jameer@ucf.edu

**THE REMAINING STEPS MAY ONLY BE COMPLETED
AFTER SUCCESSFULLY OBTAINING ALL COURSE APPROVALS**

DISCUSS

It is important to visit your designated academic advisor in your major to talk about how your coursework abroad will fit into your degree audit. You must also obtain their signature on Section D of the Transient Student Form. Not sure who to contact? Start with the contact and email listed for your major in the [UCF Degree Program Overview](#).

SUBMIT

Bring all completed forms and supporting documentation to UCF Abroad, located in the UCF Global building. Please leave them at the front desk or ask to meet with Oliver McSurley, if he is available, for collection and review.

FINALIZE APPLICATION

The last - and most important step - is to apply to the program! You must complete an application at studyabroad.ucf.edu **AND** with the Provider. If there is not a UCF Abroad page currently accepting applications for your Provider Program, please email Oliver.McSurley@ucf.edu to assist with the UCF Abroad application.