



COURSE APPROVAL ROAD MAP

Congratulations on selecting your study abroad program!

The next step is to meet with a UCF Abroad advisor who will review next steps for your application and the course approval process with you. They will give you a [Transient Student Form](#) and a [Disciplinary Clearance 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.

SELECT COURSES

Review your degree audit requirements against the courses that your program offers.

For **summer programs select 2-3 courses**, and for **full semester programs select 6-8 courses**.

Verify that these courses are offered in the term you plan to study abroad, and that courses are offered in English.

List these courses on your Transient Form in **Section C, Part A** (up to the credit hours column).

Send the transient form to your UCF Abroad advisor for signature approval on **Section B**.

SOURCE SYLLABI

Obtain the syllabi (in English) from your partner program provider for the courses you listed on your Transient Form. UCF Abroad suggests checking the provider's website for these documents first. If they are not readily available online, please reach out to your provider and request these via email or telephone.

EVALUATIONS

For each subject area, send your Transient Form and relevant syllabi to the specified contact below.

You may need to connect with multiple advisors. If your intended coursework involves several colleges, we recommend starting with the courses outside your major/college first and ending with your home college last.

This process can take several weeks – **so start as early as possible!**

To determine the most appropriate contacts to send courses to, please reference the UCF Course catalog:

<https://www.ucf.edu/catalog/undergraduate/#/courses> and verify with your UCF Abroad advisor.

Arts & Humanities - Kendra.Gilbertson@ucf.edu	Engineering & Computer Science - Mwaked@ucf.edu
Community Innovation & Education - Amber.Carducci@ucf.edu	Hospitality Management - Fazal.Jameer@ucf.edu
Health Professions & Sciences – CHPSundergrad@ucf.edu	Health Sciences - hsinfo@ucf.edu
Business - CBASStudyAbroad@ucf.edu	IDS - Luisa.Cintron@ucf.edu
*Sciences - https://course-eval.sciences.ucf.edu/ → CosAudit@ucf.edu	CON - Lucas.Noboa@ucf.edu
*Communication & Media – see College of Sciences above	Biomedical Sciences - BSBSAdvising@ucf.edu

* = You do not need to submit a copy of your transcript.

After you receive a response from COSAS Evaluations, forward the email and your transient form to CosAudit@ucf.edu.

VERIFY WITH HOME COLLEGE

You will need a signature in **Section D** from the college advisor for your major.

If you need help locating the correct college advisor, please reference [this list of College Advising Offices at UCF](#).

* For evaluation of courses towards **Foreign Language Requirement** or **General Education Requirements**, forward your transient form and relevant syllabi to acadserv@ucf.edu after evaluations in **Section C** are completed.

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 after evaluations. Not sure who to contact? Start with the contact email listed for your major in the [UCF Degree Program Overview](#).

SUBMIT

Sign your Transient Form at the bottom of the page and forward all completed forms and supporting documentation to your UCF Abroad advisor. They will retain a copy and forward your completed transient form to the Registrar's office for final submission.