**INDEPENDENT NON-UC STUDY ABROAD STUDENT GUIDE**

**UCSC Global Engagement**

**FINANCIAL AID**

To continue receiving Financial Aid, you must maintain a full-time course load while abroad and have confirmation from the UCSC Office of Admissions (via the Proposed Program Evaluation Form) that your courses will transfer back to UC Santa Cruz. After you start your program and enroll in courses, your independent study abroad program will send a Verification of Enrollment to the Financial Aid Office. Courses listed on the Verification of Enrollment **MUST** have been pre-approved by the UCSC Office of Admission for transfer credit back at UCSC. Otherwise, your aid may be revoked even if already disbursed.

If you are granted leave to study abroad on an independent program, you may be eligible to use the following:

- Federal Financial Aid
- State Financial Aid
- Loans
- Private Scholarships (must confirm with scholarship provider that scholarship may be applied to study abroad)

The following types of aid may **NOT** be used:

- University Grants
- University Campus Fee Grant
- Regent Scholarships

We recommend you meet with a UCSC Financial Aid Advisor prior to applying to an independent study abroad program to help you make a financially informed decision about participation. A Financial Aid Advisor can discuss your personal financial situation, what aid you can expect to receive, and provide an aid estimate for your time abroad.

**Financial Aid Advisors**

- Students with last name A-L: Glenn Gumin, ggumin@ucsc.edu
- Students with last name M-Z: Susan Girard, sagirard@ucsc.edu

Drop-in Hours: Tuesdays & Wednesdays 1:00-4:00PM, 205 Hahn

*No drop-in hours during the first two weeks of each quarter*

If you email an advisor, please allow up to one week for a reply and include the following information in your email:

- Your full name & student ID#
- Name of your independent study abroad program, including estimated cost and link to budget information
- What quarter(s) you plan to participate on the program

**Scholarships**

Scholarships *may* be available for your study abroad participation either through your independent program provider or another organization. For information about how to write a scholarship essay as well as links to scholarships and scholarship search engines, visit: [http://studyabroad.ucsc.edu/resources/financial-aid.html](http://studyabroad.ucsc.edu/resources/financial-aid.html).

**ACADEMICS**

The UCSC Office of Admissions is responsible for determining if courses taken while studying abroad on an independent program will be transferable to UC Santa Cruz. Students must submit an online Proposed Program Evaluation to the Office of Admissions to determine if coursework taken abroad will be eligible for transfer credit and general units toward completion of total units to graduate: admissions.sa.ucsc.edu/ppe/. **Start this pre-approval process early as it may take 4-6 weeks.** Criteria for transferability include:

- Program or institution abroad must be recognized by the Ministry of Education in that country or be accredited by a regional accrediting authority recognized by UC
- Coursework must not duplicate or overlap courses already completed at UC
- Coursework must be comparable to courses offered by UC

It is recommended that you include alternate course options on your Proposed Program Evaluation to allow you flexibility to choose courses while abroad that have already been reviewed and pre-approved for transfer credit. UCSC has no control over courses offered by an independent study abroad program and course options may change. You may need to complete and submit an additional Proposed Program Evaluation from abroad if you are not able to enroll in previously approved courses. If you are a financial aid student, **BE AWARE** that your financial aid award and disbursement is contingent upon coursework that has been approved by the UCSC Office of Admissions. Enrolling in different courses abroad (courses **NOT** pre-approved for transfer credit) may delay financial aid disbursement abroad.
GE Requirements
It may be possible to use courses completed on an independent study abroad program to satisfy GE requirements. The Proposed Program Evaluation can also be used to determine General Education (GE) substitution. When completing the Proposed Program Evaluation, indicate “yes” to the question “Do you need to know which General Education (GE) Requirements will be satisfied?” to request the UCSC Office of Admission review your coursework for GE transferability.

Major/Minor Requirements
The UCSC Office of Admissions does NOT determine UCSC course equivalencies (a transfer course that is equivalent) nor approves courses from abroad to satisfy major/minor requirements. If you want courses from abroad to satisfy major/minor requirements, you should identify courses offered by your program provider and discuss the suitability of these courses for remaining major/minor requirements with your major/minor advisor. Course approval for major/minor is conditional upon completion of the study abroad program AND approval of the courses by the UCSC Office of Admissions for transfer credit.

Senior Residence
All UCSC students must meet the UC Senior Residence requirement. This requirement may prohibit participation on an independent study abroad program during the last two or three quarters at UCSC since the last 35 or 45 units of your degree should not be “transfer units.” It is recommended that students who want to participate on a non-UC study abroad program during their final year at UCSC meet with their College Advisor to discuss compliance with the Senior Residency Requirement.

Transcripts
Arrange to have your transcript from the independent study abroad program or institution abroad be sent directly to the UCSC Office of Admissions following the completion of your program – NOT to the UCSC Study Abroad Office. Approved transfer credit for coursework from abroad will not be added to your transcript until the UCSC Office of Admissions has received confirmation of course completion for your program and confirms previous approval of those courses for transfer credit at UCSC. If the independent provider website does not include transcript information, you should contact them directly to ensure UCSC will receive your transcript following completion of the program. Each provider manages this differently – some providers act as the host institution while others work with a partner academic institution (either domestic or foreign) to issue transcripts to participating students.

Mail the official transcript to the following location at UCSC:
Office of Admissions – Hahn
University of California, Santa Cruz
1156 High Street
Santa Cruz, CA 95064

Academic Considerations
Save all your class documents from abroad! You may need to provide your syllabi, notes, papers, tests and any other documents related to your courses to your major/minor advisor or the UCSC Office of Admissions if you want to receive transfer credits or fulfill major/minor or GE requirements.

Coursework taken on an independent study abroad program is transfer coursework and will NOT be calculated into your UC GPA.

REMINDE RS
• Meet with a UCSC Study Abroad Advisor before you apply to an independent non-UC study abroad program to discuss the process: studyabroad.ucsc.edu.
• Register for classes at UCSC while abroad for the quarter you plan to return. Take into consideration time zones when you find your registration pass times.
• Financial Aid students: If you return to UCSC during a new academic year (Fall), do not forget to submit a FAFSA application by the deadline in early March: www.fafsa.ed.gov.
• Submit an online Proposed Program Evaluation to the UCSC Office of Admissions to determine if the courses you intend to take while abroad will receive transfer credit at UCSC.
• Complete and submit an online UCSC Leave of Absence (except for summer-only programs) AND an Independent Program Abroad Form/Waiver.
• Follow all instructions and meet all deadlines provided by your independent non-UC study abroad program provider.