

Instructions

OFFICE OF INTERNATIONAL EDUCATION PAPERWORK FOR URI STUDENTS PARTICIPATING IN INTERNATIONAL STUDY

CONGRATULATIONS on your acceptance to a study abroad program. To maintain your status as a full time URI student, be eligible to use your financial aid for study abroad and have your credits added to your URI transcript, you must complete the attached forms.

1. **STUDY ABROAD PRIOR APPROVAL FORM (PAF):**

- Complete the "Program Participant Information" section of the PAF.
- List the courses you intend to study while overseas - write complete course numbers and titles.
- Take the course descriptions of the courses you intend to take while studying overseas, along with the PAF to the URI Department/Department Chair that offers the equivalent course and obtain the course approval and signature of the Department Chair.
- Once the appropriate department chairs approve all courses, bring the form to your Academic Advisor and then to your Dean for signature.
- Make a photocopy of the PAF for your records.
- Return the completed form along with your Off-campus Registration fee(s) to the Office of International Education.

2. **PRE-DEPARTURE STUDENT INFORMATION FORM:**

- Please complete the information requested on this form and return it to the International Education Office in Room 107, Taft Hall.

3. **OFF-CAMPUS REGISTRATION FEE (OCS 999):**

- Submit both the completed PAF and OCS fee(s) for the semester(s) you will be overseas (currently \$336 per semester - subject to change) to the Office of International Education in Taft Hall.

Once you have completed this process, the URI Office of International Education will automatically drop any on-campus courses for which you have previously registered, and enroll you in an off-campus study course section (OCS 999 01) for the semester(s) you plan to study abroad.

IMPORTANT:

Predeparture Orientation Program: All study abroad participants must attend a **mandatory** pre-departure orientation that is sponsored by the Office of International Education. For orientation details, please contact the Office of International Education or visit their web calendar at: <http://www.uri.edu/international>

Financial Aid for Study Abroad: Students who intend to use federal financial aid to finance their semester abroad must also visit the URI Financial Aid Office/Enrollment Services and complete the *Financial Aid Arrangements for International Study* packet.

Program Cancellation: If your plans change and you will not be studying abroad, it is your responsibility to notify the URI Offices of International Education and Enrollment Services immediately. Please note that your off-campus study registration fee is non-refundable.

MEMORANDUM OF AGREEMENT

1. Transfer of Credit:

I understand that I MUST request that my study abroad transcript be sent to the Director, URI International Education Office at the end of my study program. I must also contact the International Education Office upon my return to have my foreign credit posted to my URI transcript. I also understand that I must earn "C" or better for URI to accept my credit.

2. Release for Off-campus Study:

The University of Rhode Island assists its students in making off-campus study arrangements only as a service to its students. It is acting solely as an agent for its students and, therefore, does not make any warranties of any kind, express or implied, regarding any off-campus program in which a student may participate. The university assumes no responsibility and disclaims any liability for any damages or injury suffered by any student by reason of the negligent or wrongful acts or failures to act of any person or institution with whom the University may make arrangements for the promotion, facilitation, and/or operation of any off-campus study program. The terms University of Rhode Island and University as used above include the Board of Governors for Higher Education for the State of Rhode Island and Providence Plantations, its successors and its agent, servants, and employees.

3. Indebtedness:

Failure to make full payment of all required fees or to resolve other debts to the Host Institution or to the University of Rhode (for example, unreturned equipment, overdue short-term or emergency loans, lost library books, or obligations required by the Host Institution or the University) may result in the cancellation of pre-registration for the following semester, denial of registration until payment is made, and/or disenrollment at the University or the Host Institution. A student must fulfill all financial obligations to the University and the Host Institution before receiving transcripts or a diploma from the University of Rhode Island.

I have read the above paragraphs and understand the terms of the agreement. I acknowledge that I am bound by this agreement as a condition of my participation in any off-campus program sanctioned by the University. I have received a copy of this signed agreement.

Student Signature

Student Name (please print)

URI Student ID Number

Date

Office of International Education's copy

Return to:

Office of International Education
University of Rhode Island
Room 107, Taft Hall
Kingston, RI 02881

Tel: 401-874-5546
Fax: 401-874-4573
Email: oiie@etal.uri.edu
<http://www.uri.edu/international>

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