

KINESIOLOGY STUDY ABROAD FORM

Name: _____ Student ID: _____ Email _____

Major: _____ Faculty Advisor: _____ OSS Advisor: _____

Have you discussed your study abroad courses and returning courses with your faculty or OSS advisor?

Yes _____ No _____ If yes, who? _____

Study abroad term (please check): ___ Fall ___ Winter ___ Spring ___ Summer Year: _____

Is your program through the University of Michigan? Yes No

If yes, where will you be studying abroad? _____

If no, who is the sponsoring university/college or program? _____

For non-U-M programs, where will you be studying? _____

Please list courses you will take abroad (for courses that need to be approved by a faculty member, please list the course and the course that it is equivalent to as well as obtain a faculty signature; if fulfilling distribution, please indicate which requirement you are fulfilling. See samples below.)

Course at Program	UM Equivalent Course or Distribution Course	Faculty Signature/Approval	Date
Int'l Marketing 300	SM 346	<i>Tom George</i>	1/1/07
Australian Culture 100	Humanities	No signature needed	

STEPS FOR STUDENTS STUDYING ABROAD ON UM PROGRAMS

1. Review the [Office of International Programs](#) website for information and guidelines for studying abroad. Make sure you have completed all the necessary steps before leaving on your study abroad program.
2. Meet with your advisor to determine how studying abroad will fit into your program of study, to discuss course selection abroad and to discuss early registration and course selection for the term you will be returning.

Please submit the completed form to:

Angie Sullivan
Kinesiology Office of Student Services
1145 Observatory Lodge
1402 Washington Heights
Ann Arbor MI 48109-2013
Fax 734-647-2808 (attn: Angie Sullivan)

For a checklist of guidelines for non-University of Michigan study abroad programs, please see other side.

CHECKLIST FOR STUDENTS STUDYING ABROAD ON NON-U-M PROGRAMS

In preparation for your study abroad program, the Office of International Programs (OIP) recommends that you attend to the following items before you leave. The OIP offers this list as a guideline for students. It is not exhaustive; your program may require additional steps.

U-M ADMINISTRATIVE MATTERS

- Complete the [Statement of Intent to Study Abroad \(SISA\) form](#) and return it to the OIP.
- Provide U-M with your itinerary and emergency contact information through the [ITOC: International Travel and Information Registry](#)
- Consult the [LSA Transfer Credit information](#) to determine the likelihood of transferring credit. Submit a pre-evaluation form to Undergraduate Admissions for any courses you plan to take that are not listed.
- Meet with your Kinesiology faculty advisor or an Office of Student Services (OSS) advisor about your study abroad program, and how it fits into your program of study at Michigan.
- Apply for graduation (for seniors graduating out-of-residence).
- Apply for readmission, if necessary. To see who must apply, consult [the Office of Undergraduate Admissions General Statement on Transfer Credit](#).
- Change your campus address on [Wolverine Access](#) as appropriate in order to have forwarded all U-M mailings.
- Arrange to continue receiving mail at your umich.edu email address if you will be away for more than one term. Contact [ITCS Central Services](#) to self-fund an extension or have email redirected to a forwarding address. Visit [U-M Online](#) for more information.
- As soon as possible after you arrive, inform your program sponsor to send a transcript (doesn't have to be an official transcript, but something that shows how many credits you're registered for) to the [Registrar's Student Services Office](#), 734-763-9053 (fax) or:

University of Michigan
Registrar's Student Services Office
1210 LSA Bldg.
500 S. State St.
Ann Arbor MI 48109-1382

This allows the Registrar's Office to add those credits taken abroad to your current credits to determine your registration appointment.

- To obtain your registration appointment for your return semester, call the [Registrar's Student Services Office](#) at (734) 647-3507. If your return semester will be in the fall, call the 2nd week of March; if it will be in the winter, call the 3rd week of October.
- Please note that your appointment time will be at the end of your registration group at 7pm.
- Terminate any housing and meal contracts; leave a forwarding address as necessary. Contact the [Housing Office](#) (734) 764-7455 with questions about campus housing possibilities when you return.
- Make sure you are not registered for classes at U-M for the semester(s) you are abroad, or U-M will bill you for tuition.
- After completing your program and before you return home, inform your program sponsor that an official transcript of your academic work will need to be sent to:

University of Michigan
Office of Undergraduate Admissions
1220 Student Activities Building
515 East Jefferson
Ann Arbor, Michigan 48109-1316

See the [OIP website](#) for more instructions and guidelines for non-U-M programs.