

Instructions for Readmission and Course Equivalency Service

Study Abroad in Non UW–Madison Programs

If you intend to study abroad in a program not sponsored by UW–Madison, begin your preparation at least two semesters prior to departure. Visit our study abroad (SA) Web site for complete information and all forms:

www.admissions.wisc.edu/studyabroad.

Note: Engineering, Clinical Laboratory Science, Physician Assistant, and Pharmacy students must work directly with their school or college admitting offices.

Two semesters prior to departure

Choose your SA program and courses

- 1. Choose a study abroad program (country, city, school). Use the Study Abroad Resource Room (250 Bascom) to assist with your research.
- 2. Consult your academic advisor on your degree requirements and how studying abroad fits in with your academic plans.
- 3. Verify that the program is offered at or sponsored by an accredited, degree-granting university or college (necessary to receive transfer credit). Refer to *Programs Eligible for Transfer Credit* on our Web site.
- 4. Apply for the SA program you choose. If your SA program requires you to get approval from UW–Madison, print out the *Program Approval Request* form on our SA Web site and take it to the appropriate office (Admissions and/or Registrar).
- 5. Research the courses you want to take, and check the SA Web site to see if equivalencies have been established for these courses.

Early in the semester prior to departure

Submit optional SA forms to the Office of Admissions

- 6. OPTIONAL: If requesting preliminary course equivalencies, complete the *Course Equivalency Request* form and submit:
 - copies of course descriptions
 - a self-addressed, stamped envelope
- 7. OPTIONAL: If requesting financial aid, complete the *Student Financial Aid Information* form and follow the *Financial Aid Consortium Information* instructions on the SA Web site.

Submission Deadlines

- August 1 for fall study abroad
- December 1 for spring study abroad
- May 15 for summer study abroad

Allow 2–3 weeks for response



Office of Admissions
716 Langdon Street
Madison, WI 53706–1481
608/262–3961
Fax: 608/262–7706
www.admissions.wisc.edu/studyabroad
studyabroad@admissions.wisc.edu

Apply for readmission

- 8. If your SA program is a semester or longer, you must apply for readmission (but not if your program is only for the summer or winter break). Apply no more than one year before your term of readmission. If your SA program is more than one semester, you will need to wait to apply until the beginning of your first term abroad. You may apply online via the SA Web site or print a copy of the application from the SA Web site.
Reentry Application Deadlines for Priority Enrollment
If returning in the fall: February 1
If returning in the spring: October 1

Reentry Application Instructions (refers to paper application only, not online application)
 - Write "Study Abroad" across top of application.
 - Disregard boxes 22–23 in Section I.
 - Indicate the name of your SA program in box #24.
 - Disregard Sections IV–VIII.

While abroad

Save SA coursework

- 9. Keep all syllabi, reading lists, exams, and papers as they may be helpful for transfer credit evaluation.

Enroll in UW–Madison courses

- 10. Enroll for the term following your SA program using MY UW (my.wisc.edu). The Office of the Registrar will send an e-mail invitation to enroll (beginning in April if you're reentering in summer or fall or in November if you're reentering in spring). Your UW student e-mail account may no longer be valid, so be certain another valid e-mail address is listed on MY UW. You may also view your enrollment time on MY UW. The *Timetable* is available at www.registrar.wisc.edu.

Request an official SA transcript

- 11. Before leaving your SA program, request two official copies of your transcript: one for your personal records and one for the Office of Admissions. Have the school send one copy directly to the Office of Admissions.

After your return

Submit your official transcript

- 12. If your SA program is not going to send your official transcript directly to the Office of Admissions, bring it to us as soon as possible (by Sept. 15 if you return in the fall and by Feb. 1 if you return in the spring).