



# DOMESTIC STUDY AWAY REGISTRATION

**INSTRUCTIONS TO STUDENT:** (Please complete a separate form for each semester you will be away)

1. Complete the *Student Information* section and obtain signature of the National Student Exchange Coordinator (if necessary).
2. Meet with your academic advisor to determine appropriate courses to be taken at the host campus. Don't forget to provide him/her with course descriptions. Make sure your advisor signs the form.
3. Submit form to the Academic Dean of your College or Graduate School for review.
4. If you receive financial assistance (including scholarships and tuition waivers), meet with a Financial Aid Advisor and have him/her sign the form.
5. **Submit completed form with all signatures to the Office of Student Records in Wingate Hall.**
6. **Before leaving host campus, request an official transcript to be sent to the University of Maine.**

**STUDENT INFORMATION** (Please print clearly in blue or black ink)

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Class Level: ☐ FY ☐ SO ☐ JR ☐ SR ☐ GRAD

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Address to which UMaine information can be sent while you are away:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

**Away Registration requested for** (check one)

- ☐ Within UMaine System  
☐ National Student Exchange Program (NSE)  
☐ Other U.S. College or University

Which institution will you be attending? \_\_\_\_\_

\_\_\_\_\_ Campus: \_\_\_\_\_

Period you will be away (check one): ☐ Acad. Yr. 20\_\_ - 20\_\_

☐ Fall 20\_\_ ☐ Spring 20\_\_ ☐ Summer 20\_\_

Date program begins: \_\_\_\_\_ Date program ends: \_\_\_\_\_

Are you currently registered at UMaine for the semester(s) you plan to be away? ☐ Yes\* ☐ No

\* If yes, do you want the Office of Student Records to cancel your registration?

- ☐ YES  
☐ NO - I plan to take courses both at UMaine and at the away institution.  
☐ UNSURE - I will notify Student Records once my plans have been confirmed.

**Approval of NSE Program Coordinator** (if applicable) \_\_\_\_\_

☐ **NSE Plan A**

☐ **NSE Plan B**

(Continued on Reverse)

## **PRIOR APPROVAL OF COURSES – PLEASE ATTACH COURSE DESCRIPTIONS**

- You must be in good academic standing to be granted permission to take an Away Leave.
- Make sure that courses listed do not duplicate any courses already taken for degree credit at UMaine. **NO COURSE REPEATS.**
- Only courses passed with a grade equivalent to a C- or higher will transfer for degree credit; however, all passing grades will be accepted for course work taken through the University of Maine System and the National Student Exchange Program. A solid "C" is required for ENG 101. Quality points and grades earned do not transfer.
- **Obtain permission from your Major department to take courses in the Major.**

**NOTE: Advisors/Chairs with questions about credit equivalencies may contact the Office of Student Records for assistance in making these determinations.**

### **\*\*\* ATTACH COURSE DESCRIPTIONS \*\*\***

To be completed by student:

To be completed by Major Department or College

#### **Courses to be Taken Away**

Dept & Course #	Course Title	Sem. Hrs.	Qtr. Hrs.	Course Equivalency At UMaine	UMaine Credit	Comments

*By signing below, the student's Academic Advisor (or Department Chair) and the Dean certify that the courses listed above are eligible for transfer to the University of Maine. It is the student's responsibility to ascertain that these courses meet UMaine degree requirements.*

1.) Advisor/Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2.) Academic Dean/Graduate School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

## **FINANCIAL AID NOTIFICATION**

Will you apply for and/or receive financial assistance including scholarships and tuition waivers) for your study away expenses?

- ☐ **YES - You must meet with a Financial Aid Advisor in Wingate Hall**
- ☐ **NO**

**Office at Away Campus to which funds should be sent:**

**Address:**

Where will you live while you are away?

- ☐ On campus
- ☐ Off campus
- ☐ At home or with family

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unless a standing Consortium Agreement already exists, a Contractual Agreement will be initiated and forwarded to the host institution. UMaine must receive this agreement, and official enrollment verification **before** financial aid will be released. NOTE: The Office of Student Financial Aid will verify enrollment for students enrolled in the University of Maine System.

Financial Aid Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: