

UNIVERSITY *of* NORTH CAROLINA

PEMBROKE

Study Abroad Student Transcript Responsibilities

(This form details the process handling the transcript from the host university back to UNCP for credit.)

Before Departing UNCP:

- Know the date and the process by which the host institution releases transcripts. If you are planning to graduate immediately after your exchange period, be aware of the deadline by which your transcript must be received by your home institution. If this deadline conflicts with the host site's date of transcript issuance, seriously consider if you will be able to study abroad at our institution.
- Be familiar with the host institution academic system. Pay your UNCP student bill as needed.
- Get written approval from the home institution for courses to be taken abroad.

While Abroad:

- After registering for courses at the host institution, complete Part I of the *SA Host Institution Enrollment Form*. Have it signed by the host Coordinator; send a copy to the home SA Coordinator, retain a copy.
- Inform the UNCP academic advisor (or SAC) of any changes made to the academic program abroad.
- Keep copies of all work done abroad, course outlines/descriptions, and any other materials until you have received a complete and correct transcript from the host institution.
- Know and follow all transcripts procedures at the host institution to ensure that a transcript can be issued on your behalf.

Before Returning Home:

- Complete all required academic work, exams, and Part II of the *SA Host Institution Enrollment Form*.
- Make a copies of necessary documents for your own records.
- Ensure that all necessary arrangements to have the transcript sent to UNCP- Office of Global Engagement, including...
- Resolving any outstanding financial obligations!

UNCP Receiving Foreign Transcript:

- Review the transcript to ensure all courses and credits are properly listed.
- For assistance with any transcript discrepancies, ask the home SA Coordinator to contact the host institution. Clearly explain any problems or possible errors.

NOTE: If you leave the host institution before completion of the scheduled placement period, UNCP cannot guarantee that you will receive a transcript. Please note that transcripts will be withheld if financial obligations to UNCP/host institution have not been met.

I have read and fully understand the obligations of this form.

Student Signature

Date