

# Education Abroad Advisement and Evaluation

---

Kaci Barfield, Assistant Registrar for Transfer Evaluation

Kelly Anastes, Enrollment and Database Manager

## EAO Process



1. EA 101 Blackboard Course

2. Program research

3. Meet with an EA advisor

4. Apply



# Application Process Overview



## PART 1

## PART 2

1. Student's data is transferred from Banner after completing an initial registration form
2. Program selection
3. Application Essays (Exchange and direct program)
4. Transcript upload (Exchange and Direct programs)
5. Read the Student Agreement, Covid Waiver, General Statement of Responsibility, Mandatory Overseas Insurance Coverage
6. Application fee payment

- 1. Download the Education Abroad Approval Form (EAAF)**
2. Fill out the financial aid pre-screen form
3. Passport upload
4. Acceptance letter upload (Partner and IB apps)
5. Medical information form
- 6. Upload signed EAAF**
7. Upload a screenshot of pre-departure course scores from Blackboard



### Education Abroad Approval Form

Name: \_\_\_\_\_ VIP ID#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Program Sponsor: \_\_\_\_\_ Other: \_\_\_\_\_ Program Dates: \_\_\_\_\_  
 Program City: \_\_\_\_\_ Program Country: \_\_\_\_\_ Host Institution: \_\_\_\_\_

As part of the approval process, all UofSC students must have a completed Education Abroad Approval Form on file with the Education Abroad Office in order to ensure credit earned abroad is accepted at UofSC upon completion of the study abroad program. **The Education Abroad Approval Form is one part of the education abroad authorization process; all steps must be completed and turned into the Education Abroad Office to be approved to study abroad and receive financial aid.**

UofSC Course Equivalents can be found in the Course Transfer Equivalency Chart found here:  
[http://www.sc.edu/about/offices\\_and\\_divisions/registrar/transfer\\_credits/course\\_equivalency.php](http://www.sc.edu/about/offices_and_divisions/registrar/transfer_credits/course_equivalency.php)  
 If a course is not listed, a course description will need to be emailed to the Registrar's Office at [re@eval@mailbox.sc.edu](mailto:re@eval@mailbox.sc.edu). The course will be evaluated and added to the chart. Course Equivalent cannot be listed as "Elective".

\*\*The International Credit Conversion Guide can be found online at:  
[http://www.sc.edu/about/offices\\_and\\_divisions/registrar/transfer\\_credits/international\\_credit\\_conversion\\_guide.php](http://www.sc.edu/about/offices_and_divisions/registrar/transfer_credits/international_credit_conversion_guide.php)  
 For example, ECTS is a common credit value in Europe; 1 ECTS = .5 UofSC credits.  
**Do not assume that one course abroad will transfer back as a 3-credit course to UofSC.**

You must complete this form with your academic advisor and college dean. The course approval process is complete once you have secured the required signatures and submitted this form to the Education Abroad Office. **Both UofSC Course Equivalents and Degree Applicability must be completed before this form can be turned into the Education Abroad Office.**

Overseas course code and title	UofSC Course Equivalent (According to the Transfer Course Equivalency Chart)	UofSC Degree Applicability	Potential credit to be awarded (**see International Credit Conversion Chart)	
			Host (foreign) university credits	Expected UofSC credit
<i>Example: MN 214 International Human Resource Management</i>	<i>MGMT 406 International HR Management</i>	<i>Upper-level MGMT Elective</i>	<i>5 ECTS</i>	<i>2.5 UofSC credits</i>

**\*\*FINAL CREDIT AWARDED WILL BE BASED ON OFFICIAL TRANSCRIPT RESULTS\*\***

# Education Abroad Approval Form



Overseas course code and title	UofSC Course Equivalent (According to the Transfer Course Equivalency Chart)	UofSC Degree Applicability	Potential credit to be awarded (**see International Credit Conversion Chart)	
			Host (foreign) university credits	Expected UofSC credit
<i>Example: MN 214 International Human Resource Management</i>	<i>MGMT 406 International HR Management</i>	<i>Upper-level MGMT Elective</i>	<i>5 ECTS</i>	<i>2.5 UofSC credits</i>

- **UofSC Course Equivalents** can be found in the [Course Transfer Equivalency Chart](#)
- If a course is not listed, a course description will need to be sent to the Registrar's Office through this [form](#). The course will be evaluated and added to the chart. Course Equivalent **cannot** be listed as "Elective".
- Refer to the [International Credit Conversion Guide](#) to see how your credits will transfer back. For example, ECTS is a common credit value in Europe; 1 ECTS = .5 UofSC credits. Do not assume that one course abroad will transfer back as a 3-credit course to UofSC.
- You must complete the EAAF with your **academic advisor and college dean**. The course approval process is complete once you have secured the required signatures and submitted this form to the Education Abroad Office. **Both UofSC Course Equivalents and Degree Applicability must be completed before this form can be turned into the EAO office.**

# Education Abroad Approval Form

Page 2

\*Must be signed by all  
parties to be approved



I understand that, in order to receive credit, maintain enrollment at UofSC, and receive financial aid during my period of overseas study, I must:

1. Have my courses and credits pre-approved by my academic department.
2. Consult with the appropriate foreign language department faculty and my advisor/dean about degree requirements for foreign language proficiency.
3. Complete the entire education abroad application process for your program as outlined on the Education Abroad Office website: [www.studyabroad.sc.edu](http://www.studyabroad.sc.edu).
4. Maintain enrollment in the appropriate INTL placeholder course.
5. **Maintain a course load equivalent to full-time study at UofSC, or as required by my scholarship requirements (excluding summer study) as determined by the Registrar's Office.**
6. Report immediately any course changes to my academic advisor and email updated approvals to [regeval@mailbox.sc.edu](mailto:regeval@mailbox.sc.edu)
7. Request a transcript be sent to the UofSC Education Abroad Office, 1705 College Street, Close-Hipp Building, Suite 453, Columbia, SC 29208 upon completion of my overseas program.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

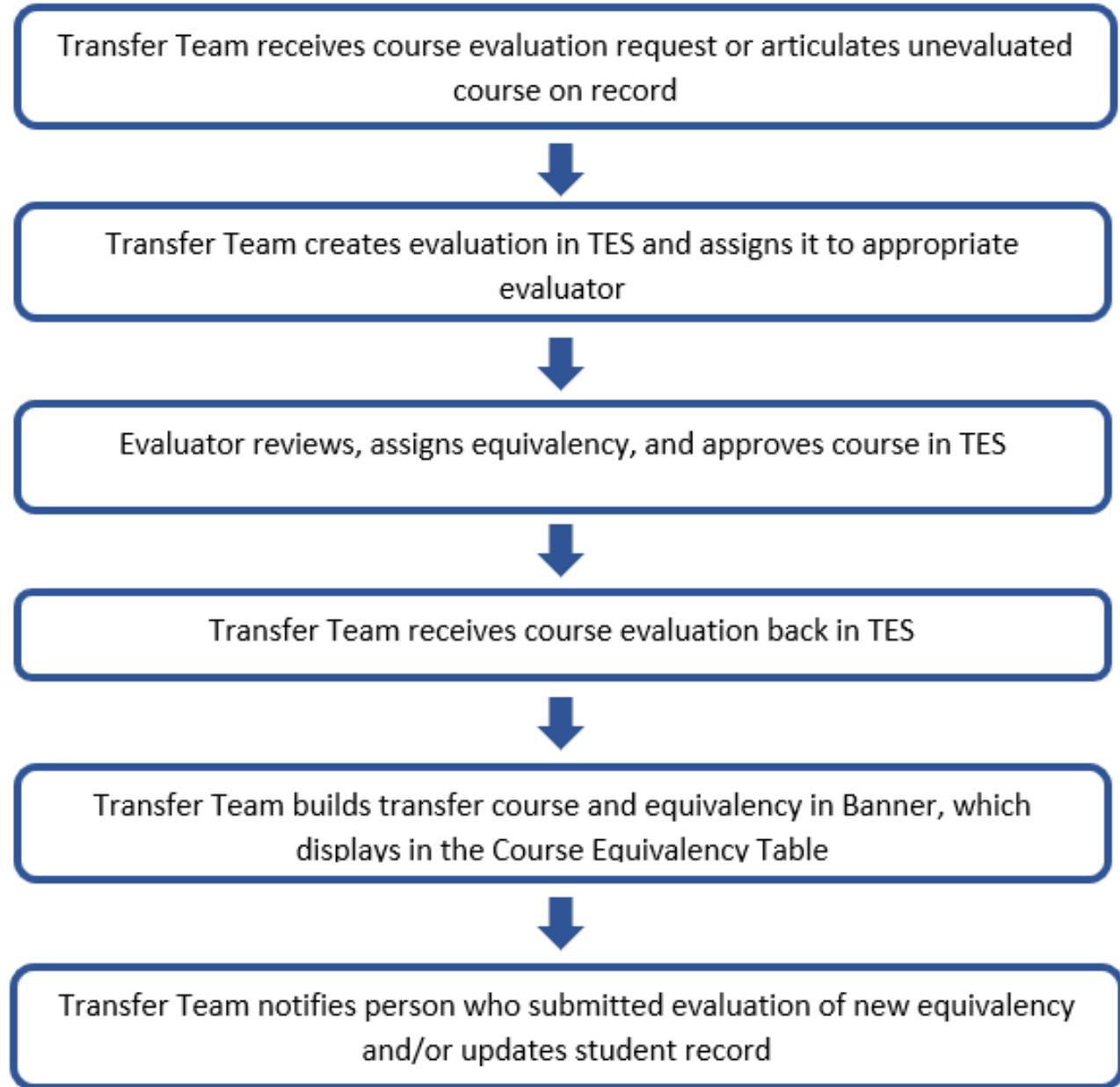
Academic Advisor/Undergraduate Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

College Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Evaluation Workflow





# Transcripts

---

- ✓ Students should make sure they have their transcript sent to the **EAO office**, not the Registrar.
- ✓ Transcripts must be sent directly from the partner institution. **We cannot accept transcripts directly from students.**
- ✓ The EAO office will upload the transcript for the Registrar to process.
- ✓ If any courses taken during this time have not been evaluated, they must go through the same evaluation process before they will appear on the student's transcript.
- ✓ Transcripts can take up to 8 weeks or longer to arrive from the host institution.

# *Questions?*

---

Registrar's Office: [regeval@mailbox.sc.edu](mailto:regeval@mailbox.sc.edu)

Education Abroad Office: [edabroad@sc.edu](mailto:edabroad@sc.edu)