

INTERNATIONAL COURSE APPROVAL FORM (ICAF)

- 1. Find out what courses you need to take.** Go to your [Academic Requirements Report](#) in SPIRE to see what academic requirements you need to fulfill.
- 2. Research courses abroad.** Consult the course database or course guide of the university or program you will be attending to find courses that you hope to use to fulfill your UMass requirements. Save the course descriptions for your Academic Advisor to review.
 - For some exchange programs you may have to look at previous years or meet with your Education Abroad Advisor if course listings for your time abroad are not yet available.
- 3. Download and fill out the ICAF.** Download this form and open it in Adobe; if you fill it out in your browser it will not save any information you entered. **Handwritten forms will not be accepted.**
 - In the first column, fill out the name and course number of the class(es) that you plan to take abroad.
 - We recommend having more courses approved than you plan on taking in case a course is cancelled, there is a scheduling conflict, or it does not meet your expectations.
 - In the next column, list the number and type of credits (e.g. ECTS) in the course description. Please meet with your EA Advisor if you need help with this.
- 4. Save the form correctly.** Use the format **Last Name_First Name_ICAF_today's-date**
 - Jones_Sam_ICAF_01-28-19
- 5. Request course approval from your Academic Advisor.** Email the completed ICAF *with course descriptions* to the Academic Advisor who will be approving the courses and schedule an appointment to review and discuss your plans with them.
 - **If you are not taking courses that will count toward your primary major, you must meet with your Academic Advisor to let them know you will be going abroad and verify that you are on track for graduation.** Check the appropriate box on the ICAF.
- 6. Wait for the ICAF to be uploaded to Navigate.** Your Academic Advisor approving the coursework will complete the rest of the ICAF and upload it to your Navigate profile. Within 10 business days after this happens, "International Course Approval Form – ICAF" will be checked off on your UMass Abroad program application.
- 7. Repeat for each department.** Submit a separate ICAF for each department who is approving your coursework: major(s), minor(s), certificate(s), CHC, or Global Education (students admitted to College of SBS prior to Fall 2017).
- 8. Your ICAF is due by your UMass application deadline.** If you do not submit this form, you will not be approved to study abroad, even if you are only taking elective credits.

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Download this form and open it in Adobe; if you fill it out in your browser it will not save any information.

Name: _____ SPIRE ID #: _____ Term & Year Abroad: _____

Program Name & City Location: _____

I am requesting that these courses fulfill (check one): Primary Major Secondary Major Minor Certificate GlobalEd CHC

I am not taking any courses abroad that will fulfill requirements for my Primary Major.

I must still meet with my Academic Advisor to have this form submitted.

Name of Academic Advisor Completing this Form: _____ Academic Department: _____

Submit a separate ICAF for each department who is approving your coursework:

Major(s), Minor(s), Certificate(s), CHC, or Global Education (students admitted to College of SBS prior to Fall 2017).

Abroad Course Department, Exact Course Title, and Number	Number and Type of Credits in Course Description	<i>To be completed by your Academic Advisor:</i> What requirement/equivalent/category will this course fulfill? List UMass subject and number if it is an exact equivalent.

All courses taken abroad on UMass approved programs will automatically transfer as graduation, residency credit.

You must receive pre-approval from your Academic Advisor(s) to fulfill specific requirements.

If you do not submit this form, you will not be approved to study abroad, even if you are only taking elective credits.