



University of Massachusetts Boston International Student Exchange Course Approval

To assist our office in the registration process, please provide the courses you would like to enroll in, with approval from your home university. Please make as many alternate selections as you can, in case for any reason(s) your first choice cannot take place. Most importantly, select a reasonable well-balanced schedule that takes all of your home commitments into consideration. Please feel free to contact our office if you have any questions or concerns. Submit the completed form to: studyabroad@umb.edu.

SECTION I: TO BE COMPLETED BY EXCHANGE STUDENT

1. Search the class catalog under the Semester and Year you would like to study at UMass Boston. Fall courses are typically available to view online in mid-March, and Spring courses are typically available to view online in mid-October.
https://courses.umb.edu/course_catalog/search
2. Undergraduate Students: Please select the top 4 courses you would like to take during your exchange to UMass Boston, with 4 alternative courses on the chart below. Graduate Students, select the top 3 courses you would like to take during your exchange, with 3 alternative courses in the chart below. Notes on restricted courses:
 - **Courses not open to exchange students:** Exchange Students are not able to take Nursing courses, courses that are designated first or second-year seminars (any course with a “G” such as AMST 100G), ESL courses, Capstone courses (senior seminar), Clinical Psychology graduate courses, or more than 1 (maximum) online or remote course.
 - **Pre-requisite requirements:** Check under the course description if the course you are selecting has pre-requisite course requirements. These are courses that must have been taken in order to enroll in the course. You will designate in the table below which courses on your home university transcript you have taken that show this pre-requisite course(s) have been met for enrollment.
 - **Math pre-requisites:** If you are taking a course with a Math pre-requisite and have not taken the course at your home university, you will need to take the Math placement exam: <https://www.umb.edu/academics/seas/aces/testing-services/math/>
3. Seek approval from your home university to take these courses. All courses submitted on this form must be pre-approved by your university to ensure you receive permission before enrollment starts.
4. It may be difficult to change your course selections after submission of this form, as courses at UMass Boston fill quickly, and may not be available. If you need a course syllabus, check the faculty teaching your course and email them to ask for the syllabus. To find their email address, search their name here: <https://www.umb.edu/directory/>

Example:

	Class # and section	Course dept. and #	Course Title	Day/Time/Location	Pre-requisite Requirements met at Home University, shown on my transcript
Example:	6403 Section 01	BIOL 252	Genetics	MWF 12:00-12:50PM	BIOL 112= Biology II CHEM 115= Chemistry I CHEM 117= Chemistry II MATH 130 or higher= Calculus I

Top Course Selections, in order of preference:

	Class # and section	Course dept. and #	Course Title	Day/Time/Location	Pre-requisite Requirements met at Home University, shown on my transcript
#1					
#2					
#3					
#4					

Alternative Choices, in order of preference:

	Class # and section	Course dept. and #	Course Title	Day/Time/Location	Pre-requisite Requirements met at Home University, shown on my transcript
#1					
#2					
#3					
#4					

SECTION II: TO BE COMPLETED BY SENDING HOME UNIVERSITY

- The Home School certifies that the outbound exchange student selections on this form have been approved by the home university.
- Courses fill quickly once our enrollment period opens, so it is vital that we receive the finalized list of courses exchange students would like to take as soon as possible.
- Changes to students' selections may be limited or impossible, once enrollment has started.
- Students must show they have met pre-requisite requirements if the course they are selecting has pre-requisite course requirements. Exchange students will designate on this form which courses on their home university transcript show these pre-requisite courses.

Home University Verification:

I have verified this student's course selections have been approved by the sending institution.

Name of Exchange Coordinator:

University Name:

Office Name:

Signature:

Date: