



NON-UM Programs Policies and Instructions

*(Non-Refundable Program Fee \$1,000.00) Only for Fall & Spring.
Not required for the summer term.*

The Office of the Registrar will process the form and charge a \$1,000 fee to your student account for the term you are enrolled in non-UM. The \$1,000 fee is not charged for summer programs. Once the form has been processed, you will remain in Non-UM Program - Active Status while abroad. This form must be submitted for each semester you are away. You do not need to submit the form for summer programs, but you are highly encouraged to submit your transfer credit evaluation request (Credit transfer cannot be guaranteed.) **For transfer evaluation information please visit www.mates.miami.edu** Students with extenuating circumstances and/or financial hardship may be considered for a reduced fee.

1. The Non-UM program status is only available to students who have attended the previous semester at the University of Miami. Please review the Academic Calendar to verify non-UM requests deadline.
2. Meet with your Cane Navigator to discuss your Non-UM Program study plan.
3. **Students participating in a Non-UM program cannot be enrolled at the University of Miami for that term. If you are enrolled in classes for that term at UM, all your courses will be dropped before processing this form. _____ Initials.**
4. Domestic Non-UM programs attendees must complete the entire form, **except** for part 3 (STUDY ABROAD PROGRAM INFORMATION)
5. The process to get your courses/transfer credits approved must be initiated through MATES at www.mates.miami.edu Please submit your transfer credit evaluation request at least 2 weeks prior to submitting your non-UM form.
6. International Non-UM programs attendees must complete the entire form, **including** part 3 (STUDY ABROAD PROGRAM INFORMATION). A signature from the Study Abroad Department is required. The form must be complete, including the name of the institution issuing the transcript.

If your transcript is from a foreign institution, upon completion of your program you must submit the official grade reports (final transcripts, mark sheets, certificates, examination results, etc.) to one of the services below for a course-by-course evaluation that will be sent directly to UM Admission. NOTE: students are responsible for paying any fees associated with this service.

- **Josef Silny & Associates, Inc.**
- **World Education Services: International Credential Evaluation (WES)**
- **Educational Credential Evaluators (ECE)**

If you prefer to use a service other than the three listed above, it must be an approved member of NACES (National Association of Credential Evaluation Services).

7. Request approval of your form from the Academic Dean's office for your school or college. Your school or college may require additional documentation. If your proposed Non-UM program falls within the last 45 credits of your study, you must appeal the residency requirement through your school or college.
8. Submit the approved form to the Office of the University Registrar prior to the last day to drop without a "W" according to the date listed in the academic calendar.
9. The Office of the University Registrar will process the form and a non-refundable \$1,000 fee will appear on your student account for the term you are participating in the Non-UM Program. Once your form has been processed you will receive a confirmation email.
10. Pay the Non-UM program fee according to the deadline listed in CaneLink.
11. The University of Miami **cannot** provide proof of enrollment during the semester that you are participating in the Non-UM program. Students will be reported by the University to the National Student Clearinghouse as "withdrawn" but students will remain in "Active Status" in the University of Miami's CaneLink system so they will be eligible to enroll for the following term. Please note that reporting to the National Student Clearinghouse may prompt loan lenders to reach out accordingly. Should that occur, students will need to work directly with their loan lender to discuss their options.

NOTE: If requesting this status late in the semester before departing or during the semester in which you are studying away, it is the student's responsibility to notify all departments of the new status. Students are responsible for any charges incurred as a result of not notifying departments, of their intent to study elsewhere and following appropriate check-out procedures. This may include housing, parking or other fees.

Students are ultimately responsible for understanding the various ways in which participating in a non-UM program can impact them during their time away from UM as well as the semester of their return to the university; this includes - but is not limited to –

- housing preference & seniority
- financial aid & payment of fees
- credit transfer & degree progress

Note about Non-UM Program in locations where U Programs exist:

The University of Miami invests considerable time, effort, and resources in the creation of U programs consistent with the needs of its students, with University standards, and educational objectives. Therefore, students intending to study for a semester in a city where UM offers a U program will be expected to enroll in the U program unless they have a compelling academic reason to attend a different program and their petition is approved. Students can see a list of U programs by clicking www.studyabroad.miami.edu. Students approved to study on a non-UM program are not eligible for UM institutional funding or financial aid while participating in this program. **International students:** Obtain approval signature from the International Student & Scholar Services office (*Fall and Spring ONLY, not required for summer sessions*)

Please bring all completed forms from this package to the Office of the University Registrar.

**Address:
Office of the University Registrar
1306 Stanford Drive
The University Center, Room 1230
Coral Gables, FL 33146**

Incoming Transcripts from Domestic Non-UM - Obtaining Credit for Courses

Upon completion of your program, have your official transcript mailed to UM for evaluation.

University of Miami
Admission – Transcript Evaluations
P.O. Box 249117
Coral Gables, Florida 33124-5229 **(The locator code (5229) is important!)**



NON-UM PROGRAM DECLARATION FORM

(For Study Abroad OR Attendance at U.S.A. based Institutions)
(Non-Refundable Program Fee \$1,000.00)

PART I: STUDENT INFORMATION – TO BE COMPLETED BY ALL STUDENTS

Name: _____ UM ID #: _____
Email: _____ Phone: _____ U.S. Citizen: ___ Y ___ N

PART II: PROGRAM INFORMATION – TO BE COMPLETED BY ALL STUDENTS

A. Please Check **ONE**:

[] For Students Studying Abroad: Name of Program _____

[] For Students Attending Classes in the United States: Name of University/College _____

City and State (or Country): _____

Time Period to Study Away: Fall _____ Spring _____ Year _____

(One form for each semester. Maximum 2 semester.)

B. Will you be dually enrolled at the University of Miami for the same term in which you are studying at the above noted institution? _____ YES _____ NO

PART III: STUDY ABROAD PROGRAM INFORMATION - TO BE COMPLETED BY STUDENTS STUDYING ABROAD

VERIFY that credits to be earned abroad are from an accredited institution. The Study Abroad Office must verify that the requested Non-UM study abroad program is accredited. The Study Abroad representative must confirm that the official transcript issued upon completion of the program abroad is from an accredited institution recognized by the University of Miami. **Please attach a description of the program, including relevant contact information about the organization or university issuing the transcript.**

Make sure to research the program thoroughly. There are many study abroad programs available to college students and the University of Miami and its agents cannot guarantee the academic integrity or cultural aspects of non-UM study abroad programs. Find out about the quality of a program by contacting the organization directly and ask for references from past participants.

Name of Institution Issuing Transcript

Signature of Study Abroad Representative

Date

PART IV: FINANCIAL AID ACKNOWLEDGEMENT – TO BE COMPLETED BY ALL STUDENTS

During the semester you plan to study away, you will not receive financial aid (including scholarships, grants and loans) through the University of Miami.

I understand that it is my responsibility to arrange financing for all associated costs for this Non-UM program.

Student Signature

Date

PART V: TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY TRAVELLING DURING FALL/SPRING

(Note: PART V is not required)

For UM International Students Only - Approval from International Student & Scholar Services (ISSS):

ISSS Advisor Signature: _____

Date: _____



NON-UM PROGRAMS COURSE EQUIVALENCY FORM

Complete this form regarding the courses you will take at the outside institution. Please be sure to also submit all courses through MATES for transfer evaluation and approval.

- Courses taken through a non-UM program **must be through an accredited institution.**
- International credit and / or half/quarter semester credit at outside institutions may not transfer back to UM at the normal UM credit equivalency.
- Upon completion of your program, you must submit the official grade reports (final transcripts, mark sheets, certificates, examination results, etc.) to one of the services below for a course-by-course evaluation and grade point average calculation that will be sent directly to UM Admission. NOTE: students are responsible for paying any fees associated with this service.
- Any work transferred back to UM must meet the transfer criteria. Accepted courses are considered transfer credit. Transfer grades are not calculated into your grade point average (GPA); only the credits earned will be accepted.

Bring this form to your Academic Dean's Office for approval.

PART VI: COURSE EQUIVALENCY

Student Name: _____	Student UM ID #: _____
School & Major: _____	Total of earned credits prior to leaving UM: _____

Study Abroad Program or U.S. institution: _____
Time Period to Study Away: <input type="checkbox"/> Fall: ____ <input type="checkbox"/> Spring: ____ <i>(ONE form for EACH semester)</i> Year Year

Please make sure you submit these courses through MATES for transfer evaluation. Credit transfer cannot be guaranteed.

1. _____ Course Title and Number	_____ UM Equivalent Course and Number and Title
2. _____ Course Title and Number	_____ UM Equivalent Course and Number and Title
3. _____ Course Title and Number	_____ UM Equivalent Course and Number and Title
4. _____ Course Title and Number	_____ UM Equivalent Course and Number and Title

5. _____ UM Equivalent Course and Number and Title
Course Title and Number

6. _____ UM Equivalent Course and Number and Title
Course Title and Number

7. _____ UM Equivalent Course and Number and Title
Course Title and Number

8. _____ UM Equivalent Course and Number and Title
Course Title and Number

9. _____ UM Equivalent Course and Number and Title
Course Title and Number

10. _____ UM Equivalent Course and Number and Title
Course Title and Number

I certify that I have submitted my courses through MATES for transfer credit evaluation _____ Initials.

I have read all instructions and understand that I am responsible for paying the Non-UM fee **prior to the payment deadline/last day to drop without a "W" (Fall or Spring)** or I will be dropped from this status and have to apply for readmission. I am responsible for having my transcripts sent to UM upon program completion. Should I decide not to study away at this program, I will notify my school/college.

Signature of Student **Date**

Print name clearly

Approval Signature of ACADEMIC DEAN or Authorized Individual **Date** **Total # Credits Approved**

Print name clearly



NON-UM INTERNATIONAL PROGRAM TRANSCRIPT EVALUATION PROCESS

Upon completion of your program, you must submit the official grade reports (final transcripts, mark sheets, certificates, examination results, etc.) to one of the services below for a course-by-course evaluation that will be sent directly to UM Admission. NOTE: students are responsible for paying any fees associated with this service.

- Josef Silny & Associates, Inc.
- World Education Services: International Credential Evaluation (WES)
- Educational Credential Evaluators (ECE)

If you prefer to use a service other than the three listed above, it must be an approved member of NACES (National Association of Credential Evaluation Services).

Students who have attended a program within the US or a school that is regionally accredited in the US do not need a transcript evaluation and can have their official transcript sent directly to the PO Box address below:

University of Miami
Office of Undergraduate Admission
P.O. Box 249117
Coral Gables, FL 33124-5229

**STUDENT CODE OF CONDUCT AND PROGRAM PARTICIPATION FORM**

While participating in a Non-UM program, students are subject to the rules and regulations of the host institution, the laws of the host country, the *UM Student Rights and Responsibilities* (www.miami.edu/srr), and the student code of conduct from the student's home institution. Each student is an ambassador for the student's home university and should use appropriate behavior at all times that is reflective of the code of conduct required by the student's home university and that of the overseas host institution.

Violations that occur abroad may subject UM students to disciplinary action upon return to UM in accordance with the *UM Student Rights and Responsibilities*. In the event of a violation abroad that results in the termination of the student's participation in the program, the student will receive no refund, will not receive academic credit for the program, and the return to the student's home shall be at the student's personal expense.

By signing below, I confirm that I understand and agree to the above.

Printed Name

Signature

Date