

# Domestic Study Away Registration

(A separate form must be completed for each semester)

## Instructions to Student:

1. Meet with your academic advisor to determine appropriate courses to take at the host school.
2. Complete the "Request for Course Transfer Review" form if the course is not listed in the Transfer Course Equivalencies on the Mainstreet Portal.
3. Submit the form to the Academic Dean of your College or to the Graduate School, for review and signature.
4. If you receive financial assistance (including scholarships and tuition waivers), you must meet with a Financial Aid Advisor.
5. You must be in Good standing.
6. Ensure that courses listed do not duplicate any courses already taken for degree credit at UMaine.
7. If you are taking classes at the College of the Atlantic, additional paperwork must be filed with Student Records.
8. **Before leaving your host campus, request that an official transcript be sent to University of Maine, Office of Student Records, 5781 Wingate Hall, Orono ME 04469-5781, after the grade(s) are posted.**

## Student Information

Name

Student ID#

Email @maine.edu

Level ☐ FY ☐ SO ☐ JR ☐ SR ☐ GRAD

Plan (Major)  Plan (Minor)

Sub-Plan (Concentration)

Anticipated Graduation Date (MM/YYYY)

Address to  
which UMaine  
information can  
be sent while  
you are away

Are you currently registered at UMaine  
for the semester you plan to be away? Yes\* No

\* If yes, do you want the Office of Student records to cancel your  
registration?

YES: Drop my UMaine Courses

NO: Do not drop my courses. I understand it is my  
responsibility to contact my Dean's office if I want my  
courses dropped.

## Host Institution Information

University/College you will be attending:

If applicable, provide campus:

Semester you will be away:

Date away semester begins:

Date away semester ends

(continued on reverse)

Course Transfer Information

- Only courses passed with a grade equivalent to a C- or higher will transfer for credit. (NOTE: a C- is unacceptable for ENG 101). Quality points and grades earned do not transfer.
- Courses taken on a Pass/Fail basis will not automatically transfer. Courses taken as a pass/fail must be proven to be equivalent to a C- or higher. Pass/Fail courses can only be used as a general elective.

To be completed by student

Provide information on courses to be taken away:

| Dept. & Course #<br>(or other identifier) | Course Title | Credit Hours | Online Course | Indicate if course is in Matrix or if Course Transfer Review form is attached. |                    |    |                                       |
|---|--------------|--------------|---------------|--|--------------------|----|---------------------------------------|
|   |              |              |               | Course is Transferable per Mainstreet Transfer Equivalency Matrix              | UMaine Equivalency | OR | Course Transfer Review Forms Attached |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |
|   |              |              |               |  |                    |    |                                       |

**NOTE: Advisors/Chairs with questions about credit equivalencies may contact the Transfer Credit office at [um.transfer@maine.edu](mailto:um.transfer@maine.edu) or 581-1319 for assistance in making these credit determinations. MaineStreet provides a [Transfer Equivalency Search](#).**

By signing below, the student's Academic Advisor (or Department Chair) and the Dean (or Grad School Assoc. Dean) certify that the courses listed above are eligible for transfer to the University by checking the transfer matrix or by consulting [um.transfer@maine.edu](mailto:um.transfer@maine.edu). **It is the student's responsibility to ascertain that these courses meet UMaine degree requirements and to have an official transcript sent to UMaine by the host school. The Dean's Office or the Graduate School should submit the completed form with all signatures to the Office of Student Records, 213 Wingate Hall.**

1.) Advisor/Chairperson Signature: \_\_\_\_\_ Date

2.) Academic Dean/Graduate School Signature: \_\_\_\_\_ Date

FINANCIAL AID NOTIFICATION You must meet with a Financial Aid Advisor in Wingate Hall to complete this section.

Will you apply for and/or receive financial assistance (including scholarships and tuition wavers) for your study away expenses?

☐ Yes ☐ No

Where will you live while you are away?

☐ On campus ☐ Off campus ☐ At home or with family

**Away Campus Office to which funds should be sent**  
(including a "to attention of" individual's name, if known)

Address:

Unless a standing Consortium Agreement already exists, a Contractual Agreement will be initiated and forwarded to the host institution. UMaine must receive this agreement and official enrollment verification **before** financial aid will be released. **NOTE:** The Office of Student Financial Aid will verify enrollment for students enrolled in the University of Maine System.

Financial Aid Advisor Signature: \_\_\_\_\_ Date

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_