Academic Affidavit

Please carefully read each statement and initial on the lines provided.

____ I understand that only approved learning abroad courses will be posted to my UH transcript and that the grades earned will count toward my UH GPA as letter grades.

____ I understand it is MY SOLE RESPONSIBILITY to have my courses approved prior to departure for my program. If I make changes to my courses while abroad, I am responsible for creating a new Course Equivalency Form, obtaining all required signatures, and submitting the form to Learning Abroad immediately. Course Equivalency Forms that do not have the proper signatures will not be accepted. If the UH session start date has already passed, I may incur a $20 late registration fee when changing these courses.

____ I understand it is my responsibility to ensure my transcript is delivered directly to the Learning Abroad office and not to the Office of the University Registrar or to Admissions.

____ Learning Abroad must receive an official transcript from an accredited institution that shows a letter or number grade for my course(s) abroad. Failure to provide a transcript will result in forfeiture of my ability to have my courses abroad count for credit at UH. I understand that, should I have questions regarding validity of transcripts, I must contact Learning Abroad in advance of my program abroad.

____ I understand foreign transcripts can take up to 90 or more days to be received and processed by UH. I understand my grades may temporarily change to “F” if my transcript is not received and processed by UH within 90 days of the end of the UH term/session* for which I am registered. In this case, my grades will be re-evaluated once my transcript is received and processed by Learning Abroad.

____ I understand I will not be able to graduate unless all outstanding tuition, fees, and program costs are paid to the learning abroad provider, university, and/or school. I understand Learning Abroad will place an enrollment hold on my student account for failure to make full payment to my program provider.

____ I understand Learning Abroad will assess one of the two following fees for my program: $75 for Reciprocal Exchange programs or $100 for all Affiliated and non-Affiliated programs taken for UH credit. This fee will be applied to my PeopleSoft account prior to or during the term I am abroad and is non-refundable.

____ I understand if I am on a fixed tuition plan or in UHin4 that I must disclose to Learning Abroad and discuss the academic and financial implications with an advisor.

____ I understand it is my responsibility to complete all required paperwork with Learning Abroad and to check that my account does not have any holds; if my file is incomplete or if there is a hold on my account, the Learning Abroad office is unable to enroll me in courses in time for the session start date. If I am enrolled on or after the session start date, I will incur a $20 late registration fee.

PeopleSoft ID: _____________________ Signature: _____________________ Date: ______________

*Please note that some sessions have start and end dates that differ from the overall term. Please contact Learning Abroad if you have questions regarding your particular session dates.

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