

Verification of Transferability (VOT) Instructions

The Short Version

- 1.) Get course descriptions for the classes you wish to take overseas (usually available on-line or from program provider).
- 2.) **For courses you wish to take in your major and/or minor**, take course descriptions and VOT blue sheet to academic advisor. Obtain his or her signature for the classes you wish to have transfer back for major/minor, and have him/her sign the back of the VOT sheet. **The best time to complete this process is during regular semester advising period.**
- 3.) **For all other courses (electives, GFRs and so on)**, take course descriptions and VOT to Pam McInnis in the Office of Academic Services. Make an appointment by e-mailing her at <mcinnis@umbc.edu>. She will review the course descriptions and sign the back of your VOT.
- 4.) **After you have obtained your academic advisor's signature and the Office of Academic Service's signature**, bring VOT to Brian Souders in the Study Abroad Office for his signature. He will sign the form, make a copy for your permanent study abroad file, and give you the original for your records.

***You must complete the VOT procedure in this order.**

***You must complete the VOT procedure BEFORE you can arrange an appointment with the Financial Aid Office to transfer your aid to a study abroad program.**

*** Waiting until the end of the semester jeopardizes your ability to get the signatures you need – thereby delaying your financial aid transfer and your participation on your study abroad program.**