

INTERNATIONAL COURSE APPROVAL FORM (ICAF)

- 1. Find out what courses you need to take.** Go to your [Academic Requirements Report](#) in SPIRE to see what academic requirements you need to fulfill.
- 2. Research courses abroad.** Consult the course database or course guide of the university or program you will be attending to find courses that you hope to use to fulfill your UMass requirements. Save the course descriptions for your Academic Advisor to review.
 - For some exchange programs you may have to look at previous years or meet with your Education Abroad Advisor if course listings are not yet available.
- 3. Download and fill out the ICAF.** Download this form and **open it in Adobe**; if you fill it out in your browser it will not save any information you entered.
 - In the first column, fill out the name and course number of the class(es) that you plan to take abroad.
 - We recommend having more courses approved than you plan on taking in case a course is cancelled, there is a scheduling conflict, or it does not meet your expectations.
- 4. Save the form correctly.** Use the format **Last Name First Name ICAF today's date**
 - Jones Sam ICAF Jan 18 2019
- 5. Request course approval from your Academic Advisor.** Email the completed ICAF *with course descriptions* to the Academic Advisor who will be approving the courses and schedule an appointment to review and discuss your plans for studying abroad.
 - If you are not taking courses that will count toward your primary major, you must meet with your Academic Advisor to let them know you will be going abroad and verify that you are on track for graduation. Check the appropriate box and they will upload the ICAF.
 - **Students who are taking courses that are found on [DICE](#) do not need to meet with their undergraduate program director or academic advisor.** Complete the ICAF with your intended DICE courses and email it to abroad@ipo.umass.edu. However, if you are taking any courses not found on DICE, you must submit a separate ICAF with your academic advisor's signature.
- 6. Wait for the ICAF to be uploaded to Navigate.** Your Academic Advisor approving the coursework will upload it to your Navigate profile. Within 10 business days after this happens, "International Course Approval Form – ICAF" will be checked off on your UMass Abroad program application.
- 7. Repeat for each department.** Submit a separate ICAF for each department who is approving your coursework: major(s), minor(s), certificate(s), CHC, or Global Education (students admitted to College of SBS prior to Fall 2017).
- 8. You will not be approved to study abroad until this form has been received.** However, it can be uploaded after the UMass application closes.

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Download this form and open it in Adobe; if you fill it out in your browser it will not save any information.

Submit a separate ICAF for each department who is approving your coursework. [GenEd Approval instructions are found here.](#)

Course approvals are contingent on student being a matriculated UMass student in good standing who has UMass and IPO approval to study abroad.

Name: _____ SPIRE ID #: _____ Term & Year Abroad: _____

Program Name & City Location: _____

I am requesting that these courses fulfill (check one): Primary Major Secondary Major Minor Certificate GlobalEd CHC

I am not taking any courses abroad that will fulfill requirements for my Primary Major.

My Academic Advisor must [upload this form to Navigate](#).

Abroad Course Department, Exact Course Title, and Number	<i>To be completed by your Academic Advisor:</i> What requirement/equivalent/category will this course fulfill? List UMass subject and number if it is an exact equivalent.

If you do not submit this form, you will not be approved to study abroad. Forms may be uploaded after the UMass application closes.

To be completed by your Academic Advisor:

Academic Advisor's Name: _____ Advisor's Academic Department: _____

Check here if this student must meet with you upon return to evaluate final course approvals.

Advisors: [Instructions for how to upload the form can be found here.](#)

Typing your name and uploading the form to the student's Navigate profile replaces the ink signature. IPO does not need a hard copy.