

VERIFICATION OF STUDY AWAY ENROLLMENT
 (Instructions on Reverse Side)

To be sent electronically to the Office of Global Education AFTER official course enrollment at the host institution. Forms will be accepted as valid only when signed by an on-site administrator and emailed from your host location. **Deadlines for receipt of this form in the Office of Global Education:**

- Fall or Academic Year Programs** - **October 15**
- Spring Programs** - **February 15**
- Summer or Irregular Semester Date Programs** - **Within two weeks of on-site enrollment**

This is to verify that _____
Student's Name (please print legibly) MaineStreet ID#

has enrolled full-time in/at _____
Host University or Name of Program or Sponsor Name & Location (use best applicable identifier)

for the period from _____ to _____
starting date ending date

Courses in which the student is enrolled (please use a separate sheet if needed, i.e. if list has more than 5-6 entries):

Dept.	Course Number	Course Title	Credits (<i>in <u>host</u> institution/program terms</i>)

 Signature of Program/Exchange Director, Registrar, or other Representative of Host Institution Date

 Printed (or Stamped) Name Position held at Host Institution, Program, or Sponsor

 Signature of Student Date

Student's PRINTED complete mailing address at the study away location:

INSTRUCTIONS

This form must be completed for all students who are studying away from the University of Maine at Farmington (UMF).

The Office of Global Education must receive verification that you have registered as a full-time student for the period during which you are studying away. This form should be submitted to the appropriate authority at the Study Away location of your program/exchange or foreign institution, to be signed and dated. Be sure that you fill in accurately the sections for your name, program or institution's name, and start/end dates. **Please note that the list of courses should correspond with the start/end dates: Do this semester-by-semester OR for the full year *if you can actually enroll in second-semester courses* at the start of the program; do not indicate full-year start/end dates if the courses listed are for just your first semester there.**

FORMS WILL BE ACCEPTED AS VALID ONLY WHEN THEY ARE SIGNED BY THE ON-SITE PROGRAM/EXCHANGE DIRECTOR OR OTHER OFFICIAL.

Deadlines for receipt of the form at the Office of Global Education are as follows:

- | | |
|---|---|
| Fall or Academic Year Programs | - October 15 |
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In order to be considered full-time, a student may not drop below 12 US credits equivalence for one semester.

Failure to return this form may lead to your removal from Away Student status; may jeopardize your eligibility to receive UMF or UMF transfer credits for courses taken; and will definitely negate your financial aid eligibility.

We recommend that you download the Verification Form and have it easily accessible, have it signed as soon as you have finalized course registration at the host school/program (including "add/drop" period if applicable), keep a copy and return it to us immediately via EMAIL.

Best wishes for a successful program abroad!

RETURN THIS FORM TO:

Lynne Eustis
Assistant Director
Office of Global Education
University of Maine at Farmington
EMAIL: exchangeprograms@umf.maine.edu