



UNC
GLOBAL

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

COLLEGE OF ARTS & SCIENCES

CURRICULUM IN INTERNATIONAL AND AREA STUDIES

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Guidelines for Submitting Study Abroad Credit Requests via Email

Please follow these guidelines carefully, so that we may dispose of your requests as quickly and efficiently as possible.

1. Identify all courses, by title, that you are trying to receive credit for.
2. Provide detailed descriptions of the courses you are trying to receive credit for, including the main substantive focus of the course, the predominant time-period it covers and whether it focuses on a single country or on multiple countries.
3. Be sure to identify, next to each course you are seeking approval for, **WHETHER YOU ARE ASKING FOR THEME OR AREA CREDIT AND WHAT THEME (OR AREA)**.
4. Tell me who your study abroad advisor is and provide his/her email address in the body of your request to me.
5. Be mindful of all guidelines and restrictions concerning study abroad approvals and INTS, as outlined on our website.

Finally, do not assume that Dr. Weiler will remember all of the details of earlier correspondences, as he deals with hundreds of these requests a year. So, whenever possible, please use the REPLY function, if it is to follow-up on correspondence about the same request.

Thanks for your cooperation.

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