

**PLEASE READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT THIS FORM**

The **Traveling Scholar Program** is designed to give UF graduate students the opportunity to take special courses or do special research or field work not available on the University of Florida campus. By mutual consent of UF and the host institution through this program, a UF graduate student can take courses at the host institution without having to go through its usual graduate school application process or having to meet its admissions requirements. The student is guaranteed that the course credits earned at the host institution will count towards his or her UF degree. The reason for wanting to study as a traveling scholar must be strictly educational. A more convenient location for the student is not a valid reason, and proposed programs based on this reason cannot be approved. Proposed programs that include courses available at UF cannot be approved either.

This program is not meant to allow a UF graduate student to take a large amount of course work for his or her UF degree outside of UF. As a norm, participation is limited to one term only. The maximum number of credits that can be earned and transferred is 12 — unless the credit is taken through the UF College of Engineering FEEDS Program, which allows a maximum of 15 credits. In either case, the student's department or supervisory committee at UF reserves the right to set its own limits (lower than these 12-credit or 15-credit maximums), if they see fit. A UF graduate student must be admitted to and enrolled in a UF graduate program **before** taking course work under the Traveling Scholar Program. A student **cannot** participate in this program **in the last semester of his or her degree program**, because of the delay in receiving official transcripts from the host institution — they may not arrive before degree certification and graduation.

The Traveling Scholar Program is for study at other institutions inside Florida's State University System or outside of it, but located in the United States. **It does not cover study outside of the United States.** For traveling scholar programs **outside the United States**, go to the **UF International Center** in [UF Intl@ufl.edu](mailto:UFIntl@ufl.edu) and fill out a **Graduate Academic Advising Form** instead of this one.

**INSTRUCTIONS**

1. Fill out the attached form completely. Please print or type. (You can fill out this form online and print it from your computer.)
2. Get your supervisory committee chair, department chair and college dean to approve and sign the form.
3. Take the completed and signed form to UF Graduate School Student Records (116 Grinter Hall) for its coordinator's approval and signature. Allow ample time beforehand for review, approval and processing of this form.
4. If approved, take the form to the graduate dean of the host non-UF institution at which you want to study, for his or her approval.
5. If your host institution approves and signs the form, have them send it to UF Graduate School Student Records (POB 115500, Gainesville FL 32611-5500). Then you will register for courses and pay tuition and student fees to the host institution.
6. When you finish the courses at the host institution, go to its registrar's office and request that it mail official sealed transcripts **directly to your department** back at UF.
7. Make sure your department receives the transcripts, fills out a Transfer of Graduate Credit form for you, attaches the original transcripts to it and sends those documents to UF Graduate School Student Records (POB 115500) via campus mail.

**FLORIDA BOARD OF EDUCATION RULES AND REGULATIONS FOR THE TRAVELING SCHOLAR PROGRAM**

**6C-6.07 Traveling Scholar Program**

1. *Purpose.* The program will enable a graduate student to take advantage of special resources available on another campus but not available on his own campus: special course offerings, research opportunities, unique laboratories, and library of collections.
2. *Procedure.*
  - A. A traveling scholar is a graduate student who, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and the application fee of the host institution and a guarantee of earned resident credits by the sponsoring institution.
  - B. A traveling scholar must be recommended by his own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member of the host institution.
  - C. After agreement by the student's adviser and the faculty member at the host institution, graduate deans at both institutions will be fully informed by the adviser and have the authority to approve or disapprove the academic arrangement.
  - D. A student will register at the host institution and will pay tuition and/or registration fees according to fee schedules established at that institution.
3. *Conditions.*
  - A. Each university retains its full right to accept or reject any student who wishes to study under its auspices.
  - B. Traveling scholars will normally be limited to one term (semester, trimester, quarter, etc.) on the campus of the host university.
  - C. Traveling scholars are not entitled to displacement allowance, mileage, or per diem payments. The sponsoring institution, however, may at its option, continue its financial support of the traveling scholar in the form of fellowships or graduate assistantships, with the work obligation to be discharged either at the sponsoring or host institution.
4. *Information in the University Catalogs.* Information about the traveling scholar program should be included in the catalogs of the participating universities.

Please fill out this form completely and correctly, and obtain all the signatures indicated on it. **Incomplete, incorrect or unsigned forms will be returned unprocessed.**

Name of person preparing form	Campus Mailing Address	Campus Telephone	Campus E-Mail
	POB		

**STUDENT INFORMATION**

Student's UFID	Student's Last Name	Student's First Name	Student's Middle Name	
Mailing Address		City	State	Zip Code

For what reason or purpose does this current active UF student want to participate in the Traveling Scholar Program?

This student will be studying (choose **one**):  inside the Florida State University System.  
 outside the Florida State University System — but inside the United States.

**HOST INSTITUTION INFORMATION**

Name of Host Institution	Term and Year of Attendance	For what UF degree program are these credits?		
Course Number	Course Title			Credits

**Note: Only a maximum of 12 credits of graduate course work will be transferred. Only letter grades of B or better in course work are acceptable.**

**UF DEPARTMENT AND COLLEGE APPROVAL SIGNATURES**

Department	College

This graduate student is in good standing in our department and college. We will submit a transfer of credit request form with original official transcripts attached when he/she completes the course work shown above.

\_\_\_\_\_  
Supervisory Committee Chair      Date      \_\_\_\_\_  
Department Chair      Date      \_\_\_\_\_  
College Dean (if applicable)      Date

**UF GRADUATE SCHOOL APPROVAL SIGNATURES**

This graduate student has been approved to take courses at the institution indicated above. The courses listed will be transferred to his/her UF graduate degree program.	TIME STAMP
	_____ Graduate School Dean or Representative      Date

**HOST INSTITUTION APPROVAL SIGNATURES**

This student has my approval to enroll at our university and pursue the courses listed above.

\_\_\_\_\_  
Host Institution's Graduate School Dean or Representative      Date

**TO CLEAR ALL ENTRIES AND RESET THIS FORM, CLICK HERE.**

**SEND THIS FORM TO: [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu)**