



Retroactively registering your Non-UR Summer Study Abroad program

All students participating in Non-UR summer study abroad programs planning to transfer credit toward their Richmond degrees are required to register their programs on GatewayAbroad by June 1 before departing for abroad, as well as obtain course pre-approvals.

If you have already participated in a Non-UR Summer Study Abroad program but did not register your program on GatewayAbroad or obtain course pre-approvals, as required, you will need to do these tasks retroactively:

- 1) Email Jennifer Stevens (jsteven2@richmond.edu) in the International Education office the following information:
 - Your full name
 - Your Net ID (ex: js7ab, etc)
 - Your UR email address
 - Summer Term you went abroad (ex: Summer 2019, etc)
 - Start **and** End dates of Non-UR summer study abroad program (ex: May 17-July 21, 2019, etc)
 - City **and** Country of Non-UR summer study abroad program*
If your program took place in more than one city and/or country, list **where you spent the most time.*
- 2) After receiving your information, Ms. Stevens will manually create your registration application on GatewayAbroad and notify you by email you when it's ready.
- 3) Once you hear back from Ms. Stevens, you will log into your Non-UR Summer Study Abroad registration application on GatewayAbroad (<http://studyabroad.richmond.edu>) to complete an online questionnaire and electronically sign the Acknowledgement of Academic Responsibility form.
- 4) The Registrar's office will then review your Non-UR summer study abroad program information to determine whether the transcribing institution is a regionally-accredited U.S. institution. If it is, you will receive an email notification advising you to log in to your registration application for further instructions, including the instructions on obtaining course post-approvals.

NOTE: Course post-approvals are not guaranteed. Courses for Non-UR summer study abroad were required to be pre-approved before your departure for the program.

Questions about using GatewayAbroad: Jennifer Stevens (jsteven2@richmond.edu)

Questions about course approvals and credit transfers: Registrar's office (registrar@richmond.edu)