



Course Pre-Approval for Study Abroad & Evaluation/Transfer of Study Abroad Credit

Name of Student _____		Email Address _____	
Student ID Number _____	Telephone No. _____	Major/Degree _____	Year/Class _____
Title of Study Abroad Program _____		GPA (Minimum 2.5 Required) _____	Verification (S.A. Advisor) _____
Program Provider _____		City & Country of Program _____	Begin/End Dates (M/DD/YYYY) _____

I. Approval of Plan for Study Abroad: To be completed by all students going abroad on approved non-CSU programs. Form must be signed by department chair for which courses are being considered for CSU requirement in major/minor or upper division approval. General education requirements do not require signature but will be reviewed by Registrar. Final credit will be determined upon completion and evaluation of courses. See II. Evaluation & Transfer of Credit. All courses must be taken for a letter grade.

Study Abroad Course Title	Dept/ Course #	Credits	CSU Requirement Being Met or Equivalent Course	Dept. Chair's Printed Name	Dept. Chair's Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature of Study Abroad Advisor _____ Date _____

Financial Aid Applicant Statement: "I, the undersigned, understand that I am contracting to complete ____ credit hours from the course listing above. I understand that failure to meet contracted minimum credit hours may result in partial or full repayment of the financial aid which has been disbursed to me."

Signature of Student Applicant _____ Date _____

II. Evaluation and Transfer of Credit: Submit original transcript with official English translation (if necessary) to CISP. Credit is accepted for courses in which student earned a D or above. Number of credits will be assessed and added to student's academic record. If credit is to apply to degree or departmental requirements, student must submit documentation and obtain signatures as outlined above. Level of credit will be evaluated and approved by faculty/chairperson in appropriate departments. If student earned credit in several subjects, approvals must be obtained from all departments indicated.

Study Abroad Course Title	Dept/ Course #	Credits	Final Letter Grade Achieved	Dept. Chair's Printed Name	Dept. Chair's Signature
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature of Study Abroad Advisor _____ Date _____

Submit signed form to Center for International Services and Programs, MC 106