

# Foreign Transfer Credit Approval Form

**Study Abroad Programs Office Use Only**

x \_\_\_\_\_

Study Abroad Advisor Signature

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Date Completed Form Return to Study Abroad Office

<b>Last Name:</b>			<b>First Name:</b>			<b>Panther #</b>	
<b>Program Name:</b>					<b>Host City &amp; Country:</b>		
<b>Term(s) Abroad:</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____			<b>Program Type:</b> <input type="checkbox"/> GSU exchange <input type="checkbox"/> Non-GSU program			<b>Major/Minor(s):</b>	
<b>Do you receive Financial Aid?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, which kinds?</b>			<b>I plan to enroll in _____ credit hours per semester abroad.</b>		
<b>Courses to be Taken Abroad</b> (To be completed by student)				<b>GSU Course Equivalents</b> (To be completed by credit approver)			
	Course #	Overseas Course Title	# of Hours	GSU Course #	GSU Course Title	# of Hours	One-Time-Only*
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

*\* If you would like to approve a course for one student, one time, please check the box for one-time approval, otherwise courses will be given standing approval.*

x \_\_\_\_\_  
 Approver Signature for line(s) Printed Name Date

x \_\_\_\_\_  
 Approver Signature for line(s) Printed Name Date

x \_\_\_\_\_  
 Approver Signature for line(s) Printed Name Date

I understand that I will not receive credit for my study abroad, nor will I receive Financial Aid for my time abroad if I do not return this completed form to the Study Abroad Programs Office. It is my responsibility to have an official transcript mailed to: International Initiatives, Study Abroad Programs, P.O. Box 3987 Atlanta, GA 30302.

x \_\_\_\_\_  
 Student Signature Date

## Transfer Credit Approval Form Guidelines

To ensure that your study abroad credits transfer back to GSU as quickly & easily as possible, please complete the Transfer Credit Approval Form prior to your departure & submit to the Study Abroad Programs Office. Please note that any delay in submitting the Transfer Credit Approval Form may result in a delay in your grades being entered.

1. Please complete the top section of the form and list all courses to be taken abroad on the “Courses to be Taken Abroad” section. We recommend getting at least 7 courses per semester approved to give yourself some flexibility.
2. Obtain course descriptions and/or syllabi for the courses you would like to have approved. Some credit approvers may approve courses based on the course descriptions alone, while others may require course syllabi. In certain situations, transfer credit is not awarded until coursework, exams, etc. can be reviewed upon completion of the program. Please save all notes, coursework, syllabi, exams and papers in case you need them.
3. Browse the GSU course catalog to identify any potential course equivalencies: <http://enrollment.gsu.edu/catalogs>. Course equivalencies will be up to the credit approver(s).
4. Take your Transfer Credit Approval Form & course descriptions/syllabi to your academic advisor and/or the appropriate departmental transfer credit approver(s). Academic advisors can typically sign off on lower level courses, while departmental approvers will need to sign off on upper level courses. For a list of credit approvers, please contact the Study Abroad Programs Office.
5. The credit approver(s) should fill in the “GSU Course Equivalents” section, sign & print their name, and list the line(s) corresponding to the courses they are approving.
6. Unless otherwise specified by checking the “One-Time-Only” column, all courses approved using the Transfer Credit Approval Form are given standing approval. Courses given standing approval will be cataloged in a database for future study abroad students.
7. Once all courses have been approved, please sign & date the Transfer Credit Approval Form and submit it to the Study Abroad Programs Office: Dahlberg Hall, 3<sup>rd</sup> Floor.
8. If you are unable to get all your courses approved before departure or your schedule changes after you arrive in country, you can get the new courses approved via email! Please turn in what you have before you leave and forward all credit approval emails to [mystudyabroad@gsu.edu](mailto:mystudyabroad@gsu.edu) so that we may attach them to your existing Transfer Credit Approval Form.

### Notes:

- Keep in mind that foreign universities often use different credit hour systems and a foreign course may or may not equal a 3-credit hour course at GSU. The credit approver should fill in the number of credit hours the course is approved for, based on the number of contact hours at the host institution.
- If you are receiving any kind of financial aid or scholarships from GSU, you must transfer in the exact number of hours you report to financial aid.
- The grades you transfer in will be factored in to your cumulative GPA as well as your HOPE GPA, but not your institutional GPA.

**Upon completion of your program, please request official transcript be mailed to:**

**Office of International Initiatives  
Study Abroad Programs  
P.O. Box 3987  
Atlanta, GA 30302-3987**