



Study Abroad Course Transfer Equivalence

International Programs and Services

Student Name: _____ <div style="text-align: center; margin-top: 10px;"> Last Name First Name </div>	Student MTU ID: M _____	Current Class Standing: Fr. Soph. Jr. Sr. <div style="text-align: center; margin-top: 10px;"> M.S. Ph.D. Other </div>
Institution Abroad Name: _____ Location (City, Country): _____	Major: _____ Second Major: _____ Minor: _____	Term(s) of Study Abroad (complete all that apply): Spring Only 20 Summer Session A Only 20 Fall Only 20 Summer Session B Only 20 Academic Year 20 Summer Session A & B 20
Program Sponsor: USAC JCMU AustraLearn MTU Faculty-Led International Exchange Other (explain): _____		

TO BE COMPLETED BY STUDENT				TO BE COMPLETED BY MICHIGAN TECH			(see next page for instructions)				
Intended Courses (in order of preference)	International Course Prefix #	Exact International Course Title	Credits/Units	MTU Equivalent or Substitute		# of MTU Credits	Course Counts Toward			Advisor Initials	Date
				Subject & Course #	MTU Course Title (equivalent/substitute)		Major	Minor	General Education Elective/Other		
1							Major	Minor	General Education		
							Concentration		Elective/Other		
2							Major	Minor	General Education		
							Concentration		Elective/Other		
3							Major	Minor	General Education		
							Concentration		Elective/Other		
4							Major	Minor	General Education		
							Concentration		Elective/Other		
5							Major	Minor	General Education		
							Concentration		Elective/Other		
6							Major	Minor	General Education		
							Concentration		Elective/Other		

Student Statement of Understanding:

I understand that the grades earned from my international study abroad experience (only MTU and affiliate programs) will count toward my GPA and will be reflected on my official transcript. I understand that I may need to bring back course syllabi and coursework (including but not limited to quizzes, tests, papers) for my courses taken abroad to be considered for transfer credit. I have read and understand the above statement.

_____ (Student Signature) _____ (Date)

FOR OFFICE USE ONLY

MTU Academic Major Advisor: _____ (Print Name) _____ (Signature) _____ (Date) MTU Academic Minor Advisor: _____ (Print Name) _____ (Signature) _____ (Date)

MTU Academic Department (for authorization of transfer credit equivalence) : _____ (Print Name) _____ (Signature) _____ (Date)

International Programs and Services: _____ Study Abroad Coordinator Signature (Date) Copies sent to: Transfer Services Date: _____

**Michigan Technological University
Study Abroad Course Transfer Equivalence Form**

Instructions for completing the Study Abroad Course Transfer Equivalence Form:

This form must be completed in full with appropriate signatures before student departs for international study abroad program. Each course must be assigned a MTU course equivalent or course substitute for transfer credit. Courses may be given an exact course number or be assigned upper- or lower-level elective credit in the department.

GUIDE TO APPROVAL SIGNATURES

Major, Minor, Elective, Concentration – Appropriate Department Advisor
General Education or questions about this form – Greta Gustafson, Study Abroad Office, 131 Administration

To the Student:

Compile a list of all courses you would like or intend to take during your international study program (consult catalogs, web sites, and other sources available for this information). Then meet with your advisor, select the most appropriate classes and you and your advisor complete this form. Each course you select must be approved by Michigan Tech PRIOR to departure.

How to get courses approved:

- 1) Some courses have already been pre-approved and are listed online at IPS' Web site: ips.mtu.edu/Study_Abroad/index - follow the link to the appropriate program abroad for which you are applying. List these courses on page 1 of this document and have your academic advisor complete the equivalent section and sign page 1. Return this document to IPS and keep a copy for yourself. NOTE: use more than one form, if necessary.
- 2) If the course(s) is NOT listed on IPS' Pre-approved courses form, you must obtain the transfer credit equivalence by the appropriate academic department, then complete step #1.
 - a. It is your responsibility to provide course descriptions (in English) for each course. Course descriptions/syllabi must include course number, name, credits, contact hours, goals, course content, required text information for each course (including title, author, edition, and date of publication), and copies of each course or lab syllabus. Course pre-requisites (and all attending course syllabi) should also be indicated. Send paper or electronic copies in English, to your academic advisor or to the academic advisor in the appropriate department that will determine transfer credit equivalence. No transfer credit will be awarded without complete course descriptions. The department chair and/or dean reserves the right to review syllabi, coursework completed, or test for competency.
- 3) If you plan to complete a research project, independent study, or internship, please attach the additional information as specified by your advisor or professor.
- 4) When you have completed this form, make a copy for yourself and you or the academic advisor submit original to International Programs and Services, prior to student departure.

You may be able to avoid repeating (and paying for) courses by following these transfer guidelines.

To the Academic Advisor:

This form lists the course(s) your advisee plans to complete during his/her international study abroad program. Please authorize transfer credit equivalence for the international study program listed on page 1 and consult with the student regarding the relevance of courses, prerequisites needed, and progress toward degree completion. Initial each course you review, print your name and sign. Keep a copy for your file.

To the Academic Department:

This form lists the course(s) the student plans to complete during his/her international study abroad program. Please indicate the transfer credit equivalence for each course selected that is relevant to your department. If no MTU equivalent exists, please indicate whether departmental elective credit can be granted. Initial by each course you authorize, print your name and sign. Keep a copy for your file.

*****RETURN ORIGINAL TO INTERNATIONAL PROGRAMS AND SERVICES, ADMINISTRATION BUILDING, ROOM 131*****