

COLORADO STATE UNIVERSITY



**Graduate Education Abroad
Graduate School**

GS-11: Study Abroad Transfer Credit Request Form

Student & Program Information (Please type or print clearly)

Name: _____ CSUID#: _____
(Last), (First) (MI)
 Host Institution Abroad: _____ Term(s) Abroad: _____
 Institution Issuing Transcript: _____

List of Courses Requested for Pre-Approval of Transfer Credit.

Host Institution Course Number	Host Institution Course Title	CSU Equivalent Course Number	Academic Advisor's Initials

I have read the reverse side of this document and understand my responsibilities as stated. (Read the reverse side BEFORE signing)

Student *printed name* _____ / _____ Student *signature*

I have met with this student to discuss his/her planned study abroad program and I hereby authorize these course(s) as an appropriate component of this student's graduate academic program of study.

Advisor *printed name* _____ / _____ Advisor *signature*

Co-advisor *printed name* _____ / _____ Co-advisor *signature*

Department Chair *printed name* _____ / _____ Department Chair *signature*

Graduate School *printed name* _____ / _____ Graduate School *signature*

CSU Policy and Procedures for the Transfer of Credit from Graduate Study Abroad

(This form is for the use of graduate students who take coursework abroad as part of his/her program after admission and one semester enrollment at CSU, not for work done prior to admission to the graduate school.)

Name: _____ CSUID#: _____
(Last) (First) (MI)

Email: _____ Phone: _____

TRANSCRIPT INFORMATION

Please make certain the institution issuing your transcript sends it to Study Abroad (see address below) after the completion of your study abroad program. Be aware that some institutions are not prompt in providing official transcripts - please research their procedures before you leave their campus and take responsibility for making sure the transcript is sent. CSU cannot request transcripts on your behalf.

**To: Laura Thornes, Director of Study Abroad
Office of International Programs
Colorado State University
Laurel Hall, 1024 Campus Delivery
Colorado State University
Fort Collins, CO 80523-1024 USA
Phone: 970-491-2964 Fax: 970-491-5501**

Transfer Credit Policies: Initial each paragraph indicating you have read and understand the policies pertaining to the transfer of credit from foreign institutions.

_____ Completion of this form does not automatically guarantee the acceptance of transfer credit by the Graduate School. The following must be met for transfer credits to be considered:

- Courses must be taken at an accredited or internationally recognized university or college.
- Courses must be equivalent to a credit-bearing course at CSU at the 500 level or above.
- A grade equivalent to a CSU "B" or better is required.
- Accepted credits will not be calculated into my GPA.

_____ If credits are accepted by the Graduate School for transfer they will be calculated as part of my overall credit requirements towards my degree. Minimum credit requirements at CSU need to be met. Refer to the Graduate and Professional Bulletin for the complete policy.

_____ I will review the syllabi from courses to be taken abroad with my advisor to determine if they are appropriate for my program of study before I submit the GS-11.

_____ If there is not an equivalent course at CSU my academic advisor and I will provide a written statement describing how the course(s) selected benefit my program of study. This will be attached to the GS-11.

_____ Prior to departure to the study abroad program the GS-11 will be submitted to the Graduate School for pre-approval and will be forwarded to Study Abroad.

_____ I will not include SA682 on my GS-6 form.

_____ I will receive transfer credit for coursework only after an official sealed transcript has been received by Study Abroad and has been forwarded and evaluated by the Graduate School.

_____ If the courses taken abroad are different from those submitted on my pre-approved GS-11, I will ask my advisor or department chair to submit a written justification along with a copy of the transcript to the Graduate School requesting a change to the original request.

_____ Attach a copy of the acceptance letter from the foreign institution to the GS-11 Form.