STUDY ABROAD COURSE TRANSFER FORM

Name ________________________________  
Banner ID 820  
Major(s)/Minor ________________________________  
CGPA ________________________________  
Classification at start of Study Abroad  SO JR SR GRAD LAW  
Expected Graduation Date (Month/Year) ________________________________  
Study Abroad Destination (City, Country) ________________________________  
Program Dates ________________________________  
Host/Foreign University ________________________________  
Consortium/Program Partner ________________________________  

### Courses at Host Institution Abroad (Completed by Student)

<table>
<thead>
<tr>
<th>Subject Abbrev.</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Units</th>
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### NCCU Course Equivalent (Completed by Advisor)

<table>
<thead>
<tr>
<th>Subject Abbrev.</th>
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<th>Credit Hours</th>
<th>OIA USE ONLY Billable Hrs</th>
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**TOTAL Credit Hours**

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<tr>
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**INSTRUCTIONS:**

1. Make an appointment with your academic advisor to discuss your academic goals and program choices and review your host institution’s web site or course catalog to select your desired courses while abroad.
2. With your selections, complete the “Courses at Host Institution Abroad” section below. List your preferred courses first, followed by several alternates in case your preferred courses are not available once you are abroad. Keep a description of each course abroad for your academic advisor to use to determine the NCCU course equivalent.
   - Make sure you meet the requirements for full-time status (Undergraduate-12 hrs/semester, 6 hrs/summer; Graduate/Law-9 hrs/semester, 4.5 hrs/summer).
   - In the “Credit Units” column, make sure to note the credit value (i.e., 15 points, 7.5 ECTS) assigned by your host institution.
   - It is your responsibility to make sure you do not take any classes for which you have already received academic credit.
3. Meet with your advisor to complete the “NCCU Course Equivalent” section below. Then, obtain all the approval signatures in the order listed below.
4. For students receiving financial aid: Your financial aid forms cannot be processed until this form has been completed and your study abroad (STAB) credit hours have been processed by the University Registrar.
5. Before you leave your host country, check with your host institution to find out what you need to do to have them mail an official transcript to NCCU OIA. An official transcript is required for you to receive course credit.

**Obtain Approvals in Order Listed**

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<thead>
<tr>
<th>Name (Please Print)</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Academic Advisor (Minor)/For. Lang. Advisor</td>
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<tr>
<td>Academic Advisor (Major)</td>
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<tr>
<td>Department Chair (Major)</td>
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<td>College Dean (Major)</td>
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<td>Law School Registrar (Law Students Only)</td>
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<td>Office of International Affairs</td>
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<td>University Registrar</td>
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