

STUDY ABROAD COURSE TRANSFER FORM 2

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 _____

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.

Courses at Host Institution Abroad (Completed by Student)				NCCU Course Equivalent (Completed by Advisor)				
Subject Abbrev.	Course Number	Course Title	Credit Units	Subject Abbrev.	Course Number	Course Title	Credit Hours	OIA USE ONLY Billable Hrs
TOTAL Credit Hours				TOTAL Credit Hours				
Subject Abbrev.	Course Number	ALTERNATE Course Title	Credit Units	Subject Abbrev.	Course Number	ALTERNATE Course Title	Credit Hours	OIA USE ONLY Billable Hrs

<u>Obtain Approvals in Order Listed</u>	<u>Name (Please Print)</u>	<u>Signature</u>	<u>Date</u>
Academic Advisor (Minor)/ For. Lang. Advisor	_____	_____	_____
Academic Advisor (Major)	_____	_____	_____
Department Chair (Major)	_____	_____	_____
College Dean (Major)	_____	_____	_____
Law School Registrar (Law Students Only)	_____	_____	_____
Office of International Affairs	_____	_____	_____
University Registrar	_____	_____	_____