

## UNDERGRADUATE STEPS FOR TRANSFERRING STUDY ABROAD CREDITS

1. Schedule an appointment to meet with an academic advisor from your college advising center to discuss all aspects of how you might best incorporate study abroad into your academic program. Having a documented conversation with your academic advisor(s) prior to studying abroad can help you select the program that best fits your needs and interests. These are some suggested questions you can ask your advisor:

- What degree requirements do I have left to complete?
- My study abroad program will earn transfer credit. How does that affect my academic planning?
- Are there any particular requirements you recommend I should/should not try to complete abroad?
- Will you accept transfer credit for my major/minor requirements?
- What should I do if I get abroad and can't take one of the pre-approved courses? May I e-mail you for guidance in selecting alternative courses?

Do this early, since advisors' schedules sometimes fill several weeks in advance. For your appointment, bring course descriptions and/or syllabi in English.

2. Pay the Study Abroad Transfer Credit Fee (this fee is non-refundable and is subject to change). This payment can be made using either of the following two options:

A) Online payments go to:

[http://uweb.txstate.edu/gao/study\\_abroad/](http://uweb.txstate.edu/gao/study_abroad/)

B) Cash and check payments are accepted at Student Business Services, located on the first floor of JC Kellam Administration Building. Be sure to bring your Texas State ID number with you, and indicate to the cashier that you are paying for a Study Abroad Fee.

3. Complete the Transfer Credit Agreement form and submit it for approval to the Study Abroad Office. Select more courses than what you really intend to take in case of course cancellations or schedule conflicts. Be sure to attach course descriptions or syllabi in English, which you can find in catalogs, web sites, etc. Obtain as much information as possible about each of the courses you plan to take. It is your responsibility to obtain course descriptions.

4. The Study Abroad Office will review your Transfer Credit Agreement Form and submit it to the Office of Undergraduate Admissions for final approval. The Transcript Evaluator may need to contact you if any questions or if any additional information is needed before deciding on credit transfer for the course(s) that you are requesting. Allow ten business days for the final approval. You must pick this form up at the Office of Undergraduate Admissions, located at 429 N. Guadalupe Street, San Marcos, TX 78666. Phone: 512.245-1678.

5. The Transfer Credit Agreement form completed prior to your departure is not final. Students can make changes to their scheduled courses upon arrival at the host institution; however if any courses are added, you must complete a new Transfer Credit Agreement Form and obtain the necessary approval (no additional fee is required.)

6. At the end of your study abroad program, request that your host institution send an official transcript to:

**Texas State University  
Study Abroad Office  
601 University Dr.  
San Marcos, TX 78666  
USA**

7. Courses and grades will not appear on Texas State transcripts until official transcripts from the study abroad program are received.

8. Be aware that some institutions are not prompt in providing official transcripts. It is your responsibility to make sure that the transcript is sent. Texas State cannot request transcripts on your behalf. It is recommended that students bring back with them at least two official transcripts, one for Texas State records, and one for the student's personal files.

**Study Abroad Office  
601 University Drive  
San Marcos, TX 78666  
Phone: 512.245.1967  
Fax: 512.245.1644  
styudyabroad@txstate.edu**

## UNDERGRADUATE STUDY ABROAD TRANSFER CREDIT POLICIES

**Students are welcome to participate in study abroad programs that are not offered by Texas State. This includes affiliated programs (for current list of affiliated programs contact the Study Abroad Office) and non-affiliated programs. It is important however, that students understand the following:**

- The Texas State Study Abroad Office is unable to provide advising for non-Texas State programs and students must work independently with the program provider. Texas State cannot take responsibility for the academic quality of non-affiliated programs, nor does the university carry any liability for Texas State students who choose to participate in them.
- All coursework on non-Texas State programs is considered “transfer credit”. After completing the program, students should submit a transcript to the Study Abroad Office and follow the transfer credit procedures. Students are strongly encouraged to discuss their study abroad plans with their academic advisor(s) prior to going abroad.
- Students are encouraged to keep all documents (syllabi, course descriptions, tests, papers, etc.) from the program in case transfer credit evaluators have questions regarding the coursework taken abroad.
- Students should research the academic quality of their selected study abroad program, as well as their health and safety practices. Students are strongly advised to speak to former participants in order to verify the quality of the program and have realistic expectations. Contact the program provider and request contact information of previous participants.
- While participating in a non-affiliated program, students are NOT considered Texas State students, thus students may not have access to some of the services provided by Texas State to matriculated students only.
- Students who are not enrolled at Texas State University are not eligible to receive financial aid through the university. Therefore, students participating in non-affiliated programs should apply for financial aid through the institution offering the program. Students are strongly encouraged to discuss their study abroad plans and financial situation with the Texas State Financial Aid and Scholarships Office before they commit to any study abroad program.
- To receive foreign language credit, course work must be successfully completed and reported at the Beginning level to receive Texas State freshman level credit (i.e.,

1410, 1420) or at the Intermediate level to receive Texas State sophomore level credit (i.e., 2310, 2320). To receive the Texas State equivalent, course work must cover these four areas: grammar structure, writing & listening development, reading & comprehension, and conversation; otherwise only elective credit (ELNA) will be awarded.

- To receive foreign language credit at the junior/senior level, course work must be reported at the Advanced level. Advanced elective (ELADV) credit will be awarded, unless direct equivalent credit is approved by the Modern Languages Department.

- A minimum of 15 classroom hours must be completed and reported to receive one semester hour of credit (15 class hrs = 1 semester hr). Class hours are restricted to actual classroom instruction. Other activities such as field trips, family/ community interactions, etc. do not apply.

- A minimum stay of two weeks is required for each three-semester hours of credit.

Semester hours needed	Class hours required
3	45
4	60
6	90
8	120

- Texas State cannot guarantee credit upon return to Texas State for any courses taken that are not pre-approved. If a student decides to take a course that is not pre-approved, the student will risk not receiving credit for that course, which might cause complications such as delaying course registration for the next semester, affecting financial aid eligibility, and/or delaying graduation.

- Students who apply to study abroad in a country for which the U.S. Department of State has issued a travel warning will not receive approval from the Study Abroad Office.

- Students who have selected programs that are either under question or have been found to have insufficient academic quality and/or health and safety practices will not receive approval. Students who enroll in these programs will not be able to transfer credits. You are advised to contact the Study Abroad Office for an updated list of programs under this status.

## UNDERGRADUATE STUDY ABROAD TRANSFER CREDIT AGREEMENT

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program Provider: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Institution you will attend: \_\_\_\_\_  
 \_\_\_\_\_  
Street Address City Country

Program Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Institution issuing the transcript: \_\_\_\_\_

**You MUST attach course description and/or syllabi. This form WILL NOT be processed if the required information is not attached.**

Course numbers should be listed just as they appear in the catalog or official publication. If more courses are being requested, please attach an additional form.  
 NOTE: Course work reported differently on the final transcript might not be awarded the same evaluation.

### COURSES TO BE TAKEN ABROAD

<b>DEPT/ COURSE #</b> <i>(To be completed by student)</i>	<b>COURSE TITLE</b> <i>(To be completed by student)</i>	<b>TEXAS STATE EQUIVALENCY</b> <i>(To be completed by the Office of Undergraduate Admission)</i>

**I have read the "Study Abroad Transfer Credit Policies" and understand my responsibilities as stated.**

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Student's Signature* *Date*

#### FOR OFFICE USE ONLY

Receipt number: \_\_\_\_\_ Study Abroad Recommendations:  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Evaluated by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Attending Institution FICE Code: \_\_\_\_\_  
 Institution issuing the transcript FICE Code: \_\_\_\_\_