



Education Abroad Credit Transfer Agreement Form

*This form is **NOT** to be used for CSUIP Programs – contact the Education Abroad office at goabroad@csusb.edu for more information

Last Name:	First Name:	Coyote ID:
Email: @coyote.csusb.edu	Major:	Minor (if applicable):
Education Abroad Term(s) & Year(s):		Exchange Program Name:
Host Institution Name:		Host City & Country:

Student Instructions

1. For each course you plan to take during your education abroad program, list the subject, course number, title, and credit or unit total. You are encouraged to include alternative or back-up courses, in case your first choices are unavailable.
2. Gather the course description and/or syllabus for each course. For guidance, visit goabroad.csusb.edu and navigate to the page for your education abroad program, contact goabroad@csusb.edu, or visit the Education Abroad office (CGI-301).
3. Indicate how you intend to apply each education abroad course at CSUSB (mark GE, major, minor, or free elective).
4. **After you have been accepted into your education abroad program**, schedule a meeting with the designated approver for each course. Share this form and the course description or syllabus. Have them record whether they approve or deny your plan to apply the course for GE, major, minor, or free elective credit (they will check a box and add their initials). Once they have reviewed all applicable courses, have them sign on page two. If a course meets multiple areas, it requires review / approval from each area's approver.
5. Sign page two and submit your completed form, including course descriptions and syllabi and all required approval signatures, to the Education Abroad Office. Upon your return from abroad, submit the form to the Office of the Registrar along with your transcript from the host institution.

Approver Instructions: With the course information that the student provides, review and mark approved or denied for each course in your area and provide your initials. Once complete, sign, date, and add any applicable comments on page 2 of this form, then return to the student for submission.

Designated Approvers:

- **General Education (GE):**
Director of Academic Advising (UH-329)
- **Major or Minor:**
Department Chair of your major or minor
- **Free Elective*:**
Office of the Registrar (UH-178)

*Free electives are courses that do not meet GE or major/minor requirements

<u>Host Institution</u> Course Information <i>*Attach descriptions to separate page</i>	Units	<u>CSUSB</u> Course or Category Information <i>*Indicate the host course intent or equivalency</i>	Units	General Education	Major	Minor	Free Elective	Approved	Denied	Approver Initials	
<i>Example: Art 25 – Art Terminology</i>	4	<i>Example: To meet GE-A1 Arts</i>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<i>Example: SOC 405 - Sociological Research</i>	3	<i>Example: to meet major requirement SOC 3070</i>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

*Use as many copies of this form as needed. It is best to have several options of pre-approved courses to choose from when abroad.



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Student Name: _____

Student Signature: _____

Date: _____

Director of Academic Advising Name (UH-329): _____

Director of Academic Advising Signature (UH-329): _____

Date: _____

*Signature required ONLY if GE courses reviewed

Department Chair Name: _____

Department Chair Signature: _____

Date: _____

*Signature required ONLY if major/minor courses reviewed

Registrar's Office Name (UH-178): _____

Registrar's Office Signature (UH-178): _____

Date: _____

*Signature required for free electives and/or to confirm form was received for processing

<p>Student Comments:</p> <p><i>*Attach separate page if needed</i></p>	
<p>Approver Comments:</p>	