

CSUSB Education Abroad

Credit Transfer Agreement Form

CSUSB students who will complete study abroad coursework at a foreign institution are required to use this form to:

- List the class(es) that you intend to take while abroad
- Prepare a course substitution plan for credit transfer

It is the student's responsibility to complete Steps 1-4 below. You are advised to meet with your [Department Chair](#) (if you are planning to use your study abroad coursework to fulfil [major or minor requirements](#)), your Program Director (if you are planning to fulfil [certificate or concentration requirements](#)), and/or the [Director of Advising & Academic Services](#) (if you are planning to fulfil [GE requirements](#)) to review your Credit Transfer Agreement Form *before submitting it to the [Education Abroad Office](#)*. If you will use coursework only to complete free elective credit, you do not need to meet with an advisor.

After you complete Steps 1-4, submit this form as part of your study abroad application (or registration for CSUIP) at goabroad.csusb.edu. The Education Abroad Office will request designated campus authorities to approve your form and send you a copy for your records. Course substitution approvals will be kept on file at the Education Abroad Office and utilized to transfer credit from your study abroad program to CSUSB upon your return, once your transcript or grade report is received or your credit by exam is completed.

Questions? Contact goabroad@csusb.edu.

STEP 1: PERSONAL INFORMATION

Enter your personal information and details regarding your study abroad program.

Student Last Name(s) _____

Student First Name(s) _____

Coyote ID _____

Major(s) _____

Minor, Concentration, Certificate (if applicable) _____

Study Abroad Term(s) & Year(s) _____

Study Abroad Country _____

Study Abroad Host University / Program _____

STEP 2A: ACADEMIC PLAN (Term 1)

Enter essential information about the course(s) that you intend to take during your time abroad. If you will study abroad for a second term or session, list only first term/session courses here. List the second term courses separately in Step 2B.

Follow these instructions:

- **Host Institution Course** | List the course number & title (for example, “CUAN101 Introduction to Anthropology”) for each class that you plan to take during TERM 1 of your study abroad program. To find course options, visit the “academics” tab of your program brochure at goabroad.csusb.edu.
- **Units** | List the number of units you will earn for the course at the host institution (units are calculated differently in each country; conversion to US units will be completed by CSUSB)
- **Credit Transfer Category** | Check the relevant box(es) to indicate your intention to use each course to fulfil a [General Education requirement](#) (note, you may not use study abroad to fulfil G, DI, or W), a [major requirement](#), or a [minor or certificate requirement](#). If none, select “Elective.”
- **CSUSB Course Substitution** | If you marked “General Education,” list the [GE category](#) you are seeking credit for. If you marked “Major” or “Minor/ Certificate,” list the [CSUSB course](#) or a specific degree requirement category that you are seeking credit for. The host institution course should be similar in content/scope to the CSUSB requirement, unless your designated advisor has agreed to some other arrangement.

Term _____ Year _____ Total # Host Institution Units _____

#	Host Institution Course	Units	Credit Transfer Category				CSUSB Course Substitution <i>Use this column only if you have marked General Education, Major or Minor/Certificate</i>
			General Education	Major	Minor/ Certificate	Elective	
A1							
A2							
A3							
A4							
A5							
A6							
A7							
A8							

In the case that courses listed above are unavailable, list alternatives here (optional):

#	Host Institution Course	Units	Credit Transfer Category				CSUSB Course Substitution <i>Use this column only if you have marked General Education, Major or Minor/Certificate</i>
			Elective	General Education	Major	Minor/ Certificate	
A9							
A10							
A11							

Examples

E1	SOC4956 Sociology of Japan	8			X		ANTH 3703R Anthropology of Asia
E2	CHEM10000 Introduction to Chem	6		X			5A Physical Science
E3	WLL1200 Manga and Anime	5	X				--

STEP 2B: ACADEMIC PLAN (Term 2)

Enter essential information about the course(s) that you intend to take during your second term or session abroad, if you will study abroad for more than one term or session. If your program is one term or session only, leave Step 2B blank.

Follow these instructions:

- **Host Institution Course** | List the course number & title (for example, “CUAN101 Introduction to Anthropology”) for each class that you plan to take during TERM 1 of your study abroad program. To find course options, visit the “academics” tab of your program brochure at goabroad.csusb.edu.
- **Units** | List the number of units you will earn for the course at the host institution (units are calculated differently in each country; conversion to US units will be completed by CSUSB)
- **Credit Transfer Category** | Check the relevant box(es) to indicate your intention to use each course to fulfil a [General Education requirement](#) (note, you may not use study abroad to fulfil G, DI, or W), a [major requirement](#), or a [minor or certificate requirement](#). If none, select “Elective.”
- **CSUSB Course Substitution** | If you marked “General Education,” list the [GE category](#) you are seeking credit for. If you marked “Major” or “Minor/ Certificate,” list the [CSUSB course](#) or a specific degree requirement category that you are seeking credit for. The host institution course should be similar in content/scope to the CSUSB requirement, unless your designated advisor has agreed to some other arrangement.

Term _____ Year _____ Total # Host Institution Units _____

#	Host Institution Course	Units	Credit Transfer Category				CSUSB Course Substitution <i>Use this column only if you have marked General Education, Major or Minor/Certificate</i>
			General Education	Major	Minor/ Certificate	Elective	
B1							
B2							
B3							
B4							
B5							
B6							
B7							
B8							

In the case that courses listed above are unavailable, list alternatives here (optional):

#	Host Institution Course	Units	Credit Transfer Category				CSUSB Course Substitution <i>Use this column only if you have marked General Education, Major or Minor/Certificate</i>
			Elective	General Education	Major	Minor/ Certificate	
B9							
B10							
B11							

Examples

E1	SOC4956 Sociology of Japan	8			X		ANTH 3703R Anthropology of Asia
E2	CHEM10000 Introduction to Chem	6		X			5A Physical Science
E3	WLL1200 Manga and Anime	5	X				--

STEP 3: COURSE INFORMATION

If you have access to descriptions, syllabi, or sample assignments for any of the classes listed in Step 2, attach them to this form. You can combine files using [Adobe Acrobat](#) (sign in with your CSUSB credentials). You can also upload this information separately when you submit this form to goabroad.csusb.edu.

STEP 4: ACADEMIC PROGRAM CONTACTS

Enter the name(s) and email address(es) of the [Department Chair\(s\)](#) of any [program](#) through which you are seeking a degree or certificate at CSUSB. **The Education Abroad Office will contact these individuals** if required for approval of any of the course substitutions listed in Step 2 of this Credit Transfer Agreement Form.

MAJOR 1

Department Chair Name _____

Department Chair Email _____

MAJOR 2 (if applicable)

Department Chair Name _____

Department Chair Email _____

MINOR/CONCENTRATION/CERTIFICATE (if applicable)

Director Name _____

Director Email _____

VETERANS AFFAIRS (select one)

No, I will not use veterans benefits to support my study abroad participation.

Yes, I will use veterans benefits to support my study abroad participation and I have met with the [School Certifying Official](#) to confirm program eligibility.

Frequently Asked Questions

How do I find courses offered at the host institution? | Navigate to the “academics” tab of [the electronic brochure for your program](#) at goabroad.csusb.edu. You will find a link to a catalog of classes, list of classes, or course schedule for the host institution. Search for courses that are typically taught in the same term that you will be attending and that are taught in a language in which you are comfortable learning. You may have to search departments different than you would expect to find the types of courses you are looking for. Be aware that some courses may be closed to exchange students, there may be required courses for all exchange students, and not all partner institutions will have courses available in every academic field.

Are courses that I take abroad eligible for grade forgiveness? | No.

I have more courses to list in Step 2 than there are available lines. What should I do? | Replicate the table on a separate sheet of paper and attach it. Be sure to separate the courses you intend to take from back-ups.

Should I list electives *within* my major as “elective” classes? | No. List them as courses for your major.

Will my disability accommodation be honored overseas? | Non-US institutions may not be mandated to provide disability accommodations. For more information, visit [Services for students with Disabilities](#).

- STUDENTS DO NOT PROCEED -
THIS STEP IS ADMINISTERED BY THE CSUSB EDUCATION ABROAD OFFICE

REVIEW & APPROVALS

The above-mentioned student intends to complete coursework for their degree through a CSUSB-approved study abroad program. You are being asked to review the student's academic plan through which course credit will transfer back to CSUSB and be used to fulfil major, minor, concentration, GE, and/or free elective requirements. In the designated section below, enter the requested information and whether you agree to the proposed course substitutions. Reference line number(s) from Step 2 (A1-A11 and B1-B11) where useful.

Direct any questions about this form to goabroad@csusb.edu.

Unit Conversion Information: _____

Office of Academic Advising

Review of courses listed in Step 2 for GE credit substitution.

Approver Name	Position	Signature
<p>Yes, I agree to the proposed GE requirement substitution(s).</p> <p>No, I do not agree to the proposed GE requirement substitution(s).</p> <p>I agree <u>only</u> to substitutions listed on the following line number(s): _____</p> <p>Comments / Conditions:</p>		

Department Chair

Review of courses listed in Step 2 for substitution for Major requirements.

Approver Name	Department	Signature
<p>Yes, I agree to the proposed major requirement substitution(s).</p> <p>No, I do not agree to the proposed major requirement substitution(s).</p> <p>I agree <u>only</u> to substitutions listed on the following line number(s): _____</p> <p>Comments / Conditions:</p>		

Minor / Certificate

Review of courses listed in Step 2 for substitution for Minor or Certificate requirements.

Approver Name	Position	Signature
<p>Yes, I agree to the proposed minor/certificate requirement substitution(s).</p> <p>No, I do not agree to the proposed minor/certificate requirement substitution(s).</p> <p>I agree <u>only</u> to substitutions listed on the following line number(s): _____</p> <p>Comments / Conditions:</p>		

Other

Review of _____

Approver Name	Position	Signature
<p>Yes, I agree to the proposed substitution(s).</p> <p>No, I do not agree to the proposed substitution(s).</p> <p>I agree <u>only</u> to substitutions listed on the following line number(s): _____</p> <p>Comments / Conditions:</p>		

Office of the Registrar

Review of courses listed in Step 2 for elective credit and full Credit Transfer Agreement Form.

Approver Name	Position	Signature
<p>Approved</p> <p>Not Approved</p> <p>Comments / Conditions:</p>		