

## GSU Study Abroad Transfer Credit Approval Form

Please refer to the instructions on the next page to complete your GSU Study Abroad Transfer Credit Approval form below. Please be advised that completion of a Transfer Credit Approval Form (TCAF) before departure is mandatory to request approval for foreign courses. Georgia State University may not articulate transfer credits for students who do not complete a TCAF before departure. Please allow plenty of time to complete this document, as obtaining signatures can take a while. Complete the TCAF in order of the sections below.

| Section 1: Student Information: (To be completed by the student)                                  |                   | Section 2: Program Information: (To be completed by the student)                           |  |
|---|-------------------|--|--|
| Name: _____   | Panther ID: _____ | Program Name: _____  |  |
| Email: _____  | Phone: _____      | Program Type:      Exchange      GSU-Affiliate      Other                                  |  |
| Major: _____  | Minor: _____      | Term:              Spring              Fall              Summer              Academic Year |  |
| Academic Advisor: _____   |                   | Location (City, Country): _____  |  |
| Class:      Freshmen      Sophomore      Junior      Senior      Graduate                         |                   | Program Date: Start: _____ (month/day/year)  |  |
| Form Type:      Original Transfer Credit Approval Form      Revised Transfer Credit Approval Form |                   | End: _____ (month/day/year)  |  |

| Section 3: Course Information (To be completed by the student) |                      |                      |                                      |                  |                  | Section 4: Course Approval   |      | Section 5: Academic Advisor   |               |
|--|----------------------|----------------------|--------------------------------------|------------------|------------------|--|------|---|---------------|
| 3a. Host Institution Courses While Abroad                      |                      |                      | 3b. Georgia State University Courses |                  |                  | (To be completed by academic department: Please provide your signature and date next to each approved course.) |      | (To be completed by Academic Advisor: Please check the appropriate box(es) and sign in Section 6) |               |
| Foreign Course Number  | Foreign Course Title | Foreign Credit Hours | GSU Course Number                    | GSU Course Title | GSU Credit Hours | Approver Signature   | Date | CPoS Compliant  | Backup Course |
|  |                      |                      |                                      |                  |                  |  |      |   |               |
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|  |                      |                      |                                      |                  |                  |  |      |   |               |

| Section 6: Signatures and Approvals   |  |             |
|---|--|-------------|
| Student Name (Print): _____   | Student Signature: _____   | Date: _____ |
| I have read and understand the information on this form.  |  |             |
| Academic Advisor Name (Print): _____  | Academic Advisor Signature: _____                                    | Date: _____ |
| I have reviewed the approved courses with the student. Based on University guidelines, I have identified the courses that are CPoS compliant.     |  |             |
| Financial Aid Advisor Name (Print): _____   | Financial Aid Advisor Signature: _____                               | Date: _____ |
| I have reviewed the student's approved courses and our office agrees to base their financial aid package on the course enrollment outlined above. |  |             |
| SAP Office Use Only:  | Study Abroad Advisor / Exchange Program Coordinator Signature: _____ | Date: _____ |

## Instructions: GSU Study Abroad Transfer Credit Approval Form

Please be advised that completion of a Transfer Credit Approval Form (TCAF) before departure is **mandatory** to request approval for foreign courses. Georgia State University may not articulate transfer credits for students who do not complete a TCAF before departure. Students can submit a revised TCAF at a later date if necessary. Please allow plenty of time to complete this document, as obtaining signatures may take a while.

1. Fill out **Sections 1 and 2** of the Transfer Credit Approval Form (TCAF) with all required student and program information.
2. In **Section 3a**, under 'Host Institution Courses While Abroad,' list all classes you intend to take at the host institution. It is recommended to have at least 8 courses approved per semester to give yourself some flexibility when registering for courses abroad. To find courses, visit the program's brochure page or website.
3. In **Section 3b**, use the GSU course catalog (<http://enrollment.gsu.edu/catalogs>) to identify potential course equivalencies, and list the intended equivalents in the 'Georgia State University Courses' section. Please note that course equivalencies are subject to approval by credit approver(s).
4. For **Section 4**, email your TCAF and foreign course syllabus via email to the designated departmental credit approver(s). The credit approver(s) will confirm your intended courses as "GSU Course Equivalents" and approve the credit amounts. Ensure that the approver signs their name next to each approved course. Contact Study Abroad Programs for a list of approvers.
5. Submit your TCAF to your academic advisor for review of the approved courses listed in **Section 3b** to ensure that you are on track for graduation. In **Section 5**, your academic advisor will use the checkboxes to indicate whether each course is CPoS compliant and identify which courses are backup options. Once completed, your academic advisor should sign the form in the designated 'Academic Advisor Signature' box in **Section 6**.
6. The student should read and sign the statement in the "Student Signature" box in **Section 6**.
7. Submit your form to a Financial Aid Advisor for signature via the GSU Student Forms portal (<https://gsu.studentforms.com>). After review, the financial aid advisor will sign the statement in their designated box in **Section 6**.

Note: Please refer to the [guide](#) in your Study Abroad Portal for more detailed instructions.

8. Once all courses are approved, submit a completed form to your Study Abroad Advisor or Exchange Coordinator via email. Upon review, they will sign the form and attach it to your GSU Study Abroad Application.

### Important Notes:

1. **Revised TCAF:** If your course registration changes after arrival in the host country, you can obtain new course approvals by following the process above and submitting a revised TCAF to your study abroad advisor for attachment to your existing TCAF. Please be sure to mark "Revised Transfer Credit Approval Form" in Section 1.
2. **CPoS Compliance:** If the course equivalency/course equivalencies that you have approved as part of your study abroad program are not applicable towards your current program of study at Georgia State University, there may be an adjustment to your financial aid package.
3. **Credit Equivalencies:** Foreign universities often use different credit hour systems, so a foreign course may not equal a 3-credit hour course at GSU. The credit approver will determine the number of credit hours based on the contact hours at the host institution.
4. **Minimum Grade Requirements:** You must earn a grade of "C" or better for courses to transfer to GSU. Your GPA abroad will not affect your institutional GPA but may impact your financial aid.
5. **Financial Aid Requirements:** If you receive financial aid or scholarships from GSU, you must transfer in the exact number of hours you report to financial aid.
6. **Transcript Request:** Upon completion of your program, please request an official transcript be sent from the host institution to: **Office of International Initiatives, Study Abroad Programs, Georgia State University - Dahlberg Hall, 30 Courtland Street SE, Suite 300, Atlanta, GA 30303.**