

## GSU Study Abroad Transfer Credit Approval Form

Please be advised that completing this form before departure is mandatory. Georgia State University may not articulate transfer credits for students who do not complete a Transfer Credit Approval Form (TCAF) pre-departure. Students can submit a revised TCAF at a later date if necessary. However, please also allow plenty of time to complete this document.

Please complete this Transfer Credit Approval Form in order of the steps listed below.

### Step 1: Student Information:

To be completed by student. Please print clearly and fill in all fields.

Last Name:	First Name:	Panther #
I'm participating in a: <input type="checkbox"/> international student exchange program <input type="checkbox"/> non-GSU study abroad program		
Major/Minor(s):		

### Step 2: Program Information:

To be completed by student.

Program Name:
Host City & Country:
Term(s) Abroad: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Academic Year _____
<input type="checkbox"/> Original Transfer Credit Approval Form <input type="checkbox"/> Revised Transfer Credit Approval Form

### Step 3: Collect Course Information and create list of potential courses to be taken abroad:

Obtain course descriptions and/or syllabi for the foreign courses you would like to have reviewed and approved. Some credit approvers may approve courses based on the course descriptions alone, while others may require course syllabi. In certain situations, transfer credit is not awarded until coursework, (exams, essays, case studies, etc.) can be reviewed upon completion of the program. Please save all notes, coursework, syllabi, exams, papers and other academic materials from the course in case you need them.

Please note: 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.

Complete the following section with the potential courses abroad you've identified. We recommend getting at least 8 courses per semester approved to give yourself some flexibility.

To be completed by student.

	Course #	Overseas Course Title	# of Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Step 4: Course Equivalency Approval:**

Browse the GSU course catalog to identify any potential course equivalencies: <http://enrollment.gsu.edu/catalogs>. Meet with an academic department or academic advisor to have them identify/approve GSU course equivalences for the courses selected in Step 4.

Review the list below to identify who should approve your potential courses. If you have identified courses in multiple departments, you will need to have each course approved by someone in the related department. Academic departments have final say in what foreign course material they require for approval.

Academic Departments (designated department approver, department chair, or director of undergraduate/graduate studies)

- 1000 – 8000 level courses
- General Credits within the department (ex. ENGL 1099, ENGL 2099, etc.)

Academic Advisors:

- 1000 or 2000 level courses in core curriculum that may have previously been reviewed by Department and approved or denied

To be completed by approver: Please fill in the table below with the foreign course number identified in Step 4 and identify/add GSU equivalent courses in the remaining columns. Print and sign your name next to each approved course.

Undergraduate business majors and students seeking credit for any business courses should visit the Office of Undergraduate Academic Assistance at 55 Park Place, 12<sup>th</sup> Floor to submit courses for approval. Alternatively, students can complete the "Request for Review of Transfer Credit" form, found online here: <https://robinson.gsu.edu/undergraduate-student-resources/forms/>, and submit to Juwangela Broughton ([jbroughton@gsu.edu](mailto:jbroughton@gsu.edu)) for processing.

Foreign Course #	Equivalent GSU Course #	GSU Course Title	# of GSU Hours	Approver's Name (Print)	Approver's Signature	Date

**Step 5: Ideal Registration Plan:** To be completed by an academic advisor

Review approved courses identified in Step 5. Help the student create an *Ideal Registration Plan* by filling out the table below with courses you recommend they enroll in to keep them on track for graduation. We suggest adding in a few back up courses in case an issue occurs, and please indicate if the course is CPoS compliant or not.

GSU Course #	Yes – CPoS Compliant	Ideal Course	Backup Course
	<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"/>

GSU Course #	Yes – CPoS Compliant	Ideal Course	Backup Course
	<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"/>

I have reviewed the *Ideal Registration Plan* with the student and based on University guidelines this is their suggested course schedule at the foreign university.

Academic Advisor Name (Print): \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 6: Financial Aid Review:**

Meet with a financial aid advisor and ask them to review your Ideal Registration Plan. After review, they should sign the statement below.

*I have reviewed the student's Ideal Registration Plan and our office agrees to base their financial aid package on the course enrollment outlined above.*

Financial Aid Advisor Name (Print): \_\_\_\_\_ Financial Aid Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 7: Study Abroad Programs Review:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Study Abroad Advisor/Exchange Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_