



Education Abroad Credit Transfer Agreement Form

*This form is **NOT** to be used to CSUIP Exchange Programs – please 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:

<p>Student Instructions: Please complete the following:</p> <ol style="list-style-type: none"> For each course you plan to take at the host institution, list the course subject, number, title, and credit or unit total. Gather and attach each host institution's course description and/or syllabi <u>before</u> meeting with an approver to review courses for transfer approvals. For guidance on how to obtain host institution course information, please check your program's Academic Information here or contact goabroad@csusb.edu or visit the Education Abroad office (CGI-301). Indicate the intent of each host course and how it will be applied at CSUSB (mark the category GE, major, minor, or free elective) Schedule a meeting with the designated approvers for each course. *If a course meets multiple areas, it will require review and approval from each area's designated approver. Sign page 2 and submit your completed form, including all required approval signatures to the Office of the Registrar (UH-178) *Upon your return from abroad, the host institution submits a transcript to the Education Abroad office (CGI-301). <p>Approver Instructions: With the course information that the student provides, please review and mark approved or denied for each course in your area and provide your initials. Lastly, please sign, date, and add any applicable comments on page 2 of this form and return to the student for submission.</p>	<p>Designated Approvers:</p> <ul style="list-style-type: none"> 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) <p><small>*Free electives are courses that do not meet GE or major/minor requirements</small></p>
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Host Institution Course Information <small>*Attach descriptions to separate page</small>	Units	CSUSB Course or Category Information <small>*Indicate the host course intent or equivalency</small>	Units	General Education	Major	Minor	Free Elective	Approved	Denied	Approver Initial(s)
<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 Print 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>	