

# Course-Selection Worksheet



First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home College or University \_\_\_\_\_

Program You Are Applying For \_\_\_\_\_

Semester \_\_\_\_\_

Below, please list, **in order of preference**, the courses that you wish to take abroad. (Simply go to our Web site, locate your chosen overseas university, and click on “How to choose your courses” to access to necessary links for course selection.) Keep in mind that, before you list these courses, you should have approval from your academic or study-abroad advisor that these are appropriate for transferring back to your academic program of study at your home institution. Also, in order to give you much more flexibility when it comes to registering for classes and organizing your timetable at the overseas institution, you must choose more courses for approval than you will actually register for, i.e., if a full-time load is four courses, then you should have at least seven courses pre-approved. *If you will be attending for more than one semester, please submit one course selection worksheet for each semester.*

It is important for you to know that determination of the amount of credit you will receive for each course you take abroad is your home school’s responsibility—not CIS’s or the foreign school’s. Do not assume that you are getting the same number of credits per class abroad that you would at your home institution. If you or your advisor have any questions about credit equivalencies, please do not hesitate to contact CIS for further information.

	COURSE NO.	COURSE NAME	WILL TRANSFER BACK AS: (i.e. HUM 100)	NO. OF U.S. CREDITS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once this form is received, completed, and signed, CIS will submit it to the overseas institution for preapproval. If, after this process is complete, you do not have enough courses preapproved by the overseas university, CIS will alert you so that you can begin working with your advisor at your home institution to choose additional courses for preapproval overseas.

*(Please continue on next page)*

**TO BE COMPLETED BY THE ADMINISTRATOR RESPONSIBLE FOR AWARDING TRANSFER CREDIT AT YOUR HOME COLLEGE OR UNIVERSITY**

To the academic dean, academic advisor, or study-abroad advisor: The above student is applying for a full-time study-abroad program through the Center for International Studies with the expectation that the hours of credit earned abroad will transfer directly toward the degree in progress at his or her home institution. Please read and sign the following:

"I confirm that the applicant has constructed the above program of study in consultation with his/her academic advisor and that a program based on the above selected courses is acceptable to this institution for transfer credit provided a grade of \_\_\_ is maintained in each course. I also confirm that, to the best of my knowledge, the student is in good standing at our institution."

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**REQUIRED: As the student will be receiving academic credit for the coursework done abroad, to whom should the resulting transcript be sent for evaluation (registrar, academic dean, etc.)?**

Name of Office \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Please use the space below for any additional comments you may have.

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Please complete the following details about your study-abroad office. This is so that we can collaborate with this office on your behalf and better assist you with your study-abroad experience.

Study-Abroad Advisor's Name \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Please send CIS program information to our study-abroad office.