

# CSU SAN MARCOS CREDIT APPROVAL FOR STUDY ABROAD

Name: \_\_\_\_\_

Student ID No.: \_\_\_\_\_

Address: \_\_\_\_\_  
State Street City

Major: \_\_\_\_\_  
 Current Standing (circle one): Freshman Sophomore Junior Senior Grad

Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date you expect to graduate? Month: \_\_\_\_\_ Year: \_\_\_\_\_

If LANGUAGE prerequisites apply, list all courses you have completed with name of Institution(s): \_\_\_\_\_

A. Completed by Student		B. Completed by Appropriate Advisor	
Number and Title of Course to be Taken Abroad	This Course Would Fulfill the Following Requirement	CSUSM Equivalent	Approval
	<input type="checkbox"/> Foreign Language Proficiency <input type="checkbox"/> Major/Minor Requirement <input type="checkbox"/> Lower-Division GE <input type="checkbox"/> Upper-Division GE <input type="checkbox"/> Other (Explain) _____	Course No. _____  <input type="checkbox"/> No equivalent course, but meets requirement.	Signature: _____ Print Name: _____ Title: _____
	<input type="checkbox"/> Foreign Language Proficiency <input type="checkbox"/> Major/Minor Requirement <input type="checkbox"/> Lower-Division GE <input type="checkbox"/> Upper-Division GE <input type="checkbox"/> Other (Explain) _____	Course No. _____  <input type="checkbox"/> No equivalency, but meets requirement.	Signature: _____ Print Name: _____ Title: _____
	<input type="checkbox"/> Foreign Language Proficiency <input type="checkbox"/> Major/Minor Requirement <input type="checkbox"/> Lower-Division GE <input type="checkbox"/> Upper-Division GE <input type="checkbox"/> Other (Explain) _____	Course No. _____  <input type="checkbox"/> No equivalency, but meets requirement.	Signature: _____ Print Name: _____ Title: _____
	<input type="checkbox"/> Foreign Language Proficiency <input type="checkbox"/> Major/Minor Requirement <input type="checkbox"/> Lower-Division GE <input type="checkbox"/> Upper-Division GE <input type="checkbox"/> Other (Explain) _____	Course No. _____  <input type="checkbox"/> No equivalency, but meets requirement.	Signature: _____ Print Name: _____ Title: _____

Foreign Institution:	Country	Term Abroad <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer (Check all that apply)	No. Weeks of Study (Summer):
Name of Sponsoring U. S. University (If any):		Year(s) _____ (e.g., 2008 or 2008-09)	
Contact Name:	Telephone Number:	Student Signature/I have read all information on page 2:	Date:
Type of Study Abroad: <input type="checkbox"/> CSU International Program (IP) <input type="checkbox"/> CSUSM Exchange <input type="checkbox"/> CSUSM Summer <input type="checkbox"/> Other US Sponsor <input type="checkbox"/> Direct Enrollment in Non-U. S. Institution (requires International Admissions Specialist signature)		Study Abroad Advisor Signature:	Date:
		International Admissions Specialist Signature:	Date:

Comments: \_\_\_\_\_

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## BEFORE YOU APPLY FOR A STUDY ABROAD PROGRAM

- If you plan to enroll in a non-CSU study abroad program, be advised that all units will be recorded as “transfer” (not resident) credit. If you plan to use a class to fulfill a graduation requirement, make sure the requirement does not have to carry resident credit.
- If the study abroad program is sponsored by a community college, be aware that CSU San Marcos can apply a maximum of 70 community college units towards your undergraduate degree.
- Be sure the study abroad program is sponsored by a U.S. institution of higher education or a foreign university (not by a private company or language school). If you are not enrolled through a recognized university, CSU San Marcos will not be able to accept your credit.
- If you wish to receive credit for study abroad, complete this Credit Approval Form to be certain that the classes you plan to take will count toward the fulfillment of your graduation requirements. Do not register or pay for a study abroad program until you have the appropriate campus approval.
- Be aware that it may take 3 – 6 months for the final processing of your grades; this may delay the final awarding of your degree.
- If you plan to study abroad for one academic year in a non-CSU program, you must complete a “Leave of Absence Form” for the second semester you are abroad and submit it to the office of Registration and Records. If you do not submit the form, you will be disenrolled from CSUSM. The forms are available at Enrollment Services (Cougar Center, Craven Hall 3700).

## OBTAINING APPROVAL

- Complete all information on the form. If possible, be prepared to provide your advisors with descriptions of the classes you plan to take abroad.
- If you plan to take a class to fulfill the CSU San Marcos Foreign Language Graduation Requirement, you must obtain the approval and signature of the Director of the Language Learning Center (University Hall 240, Tel 760/750-4197).
- If you plan to take a class to fulfill a major or minor requirement, you must obtain the approval and signature of the faculty advisor for the major.
- If you plan to take a class to fulfill any other graduation or general education requirement, you must obtain the approval and signature of the Graduation Advisor in the office of Registration and Records in Cougar Center, Craven Hall 3700.

- To receive course credit for work abroad, you must obtain the approval and signature of the appropriate departmental advisor (i.e., History must approve history course equivalents; Psychology must approve psychology equivalents, etc.)
- If you plan to enroll directly at a foreign university, you must obtain the approval and signature of the International Admissions Specialist in the Office of Admissions (CRA 3700). Also, you must submit a Direct Enrollment Memorandum of Understanding Form to the Office of Global Education (CRA 3200).
- After you have obtained all signatures required, return the form to the Study Abroad Advisor in the Office of Global Education.

## BEFORE YOU RETURN FROM OVERSEAS

- If, for any reason, you take a class other than the ones listed on this form, notify the Study Abroad Advisor as soon as possible. Keep as much descriptive information about the course as is available to show your academic advisor when you return.
- Request two (2) transcripts from the sponsoring institution. One transcript should be sent directly to:

Office of Registration and Records  
CSU San Marcos  
333 S. Twin Oaks Valley Road  
San Marcos, CA 92096

The second transcript should be sent directly to you for use when you meet with your graduation advisors.

## AFTER YOUR RETURN TO CSU SAN MARCOS

- Report to the Study Abroad Advisor to confirm that you participated in the program and note any changes in your pre-approved courses.
- After a few weeks, check with the Office of Registration and Records to determine that you have received credit for the classes you took abroad.

## IMPORTANT NOTICE

Only the courses listed on the reverse side of this form that appear on your transcripts are pre-approved for credit. There is no guarantee that a course taken without prior approval will receive credit at CSU San Marcos.

Aug 08