# How to Prepare a Transfer Credit Plan for Undergraduate Education Abroad

## Getting Started:
- **Select preferred program/host institution** in consultation with Education Abroad and academic advisors.
- **Choose courses** from available information, such as program description, online catalog, etc.
- **Compare CSU degree requirements** in consultation with academic advisor(s). Use Degree Audit via RAMweb.
- **Categorize each course** as suitable for:
  - Major or minor requirements
  - Electives
  - All-University Core Curriculum (AUCC) requirements

## Prepare Education Abroad Course Evaluation Worksheet (EW):
- **Column A**: Enter abbreviated course title if the course number is not available. Proceed to Column B, C, or D.
- **Column B**: Enter proposed equivalent CSU course number from CSU General Catalog; enter just CSU prefix if similar CSU course not found, or identify relevant CSU major or minor if applicable.
- **Column C**: Enter checkmark if seeking elective credit.*
- **Column D**: Enter AUCC category if seeking to fulfill AUCC requirement, such as 3B, 3D, etc.

## Prepare CSU Undergraduate Education Abroad Transfer Credit Form (TCF):
- Acknowledge the transfer credit policies on the second page before completing and signing the first page.
- Include all courses listed on the EW. Enter each course number (if available) in column A and course title in column B.
- If pertaining to an unaffiliated program or direct enrollment, obtain an Education Abroad advisor’s signature in the authorization box. Contact the Education Abroad staff member in Laurel Hall who is responsible for the relevant geographic region.
- Print **course descriptions** in English for all courses listed on TCF. Include webpage addresses if available. Staple course descriptions to EW form.
- Allow up to **two weeks** (10 business days) for processing. Pick up processed packet after receiving email notice from Registrar’s Office to your @rams email address.
- Submit completed TCF to Education Abroad in Laurel Hall by deadline. Retain EW and course descriptions for yourself.
- Review TCF with academic advisor. Obtain **academic advisor’s signature**. This is normally your primary academic advisor or most relevant major or minor advisor, such as FLL department advisor for primary focus on foreign language major or minor.
- If necessary, contact **teaching department or major/minor department** for possible reevaluation of courses if you want specific CSU courses instead of generic courses.*

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*Course numbers*: Courses that are evaluated as not equivalent to CSU courses are assigned generic numbers that reflect subject and level, such as HIST 1++ for lower level history course or EN 3++ for upper level English course; each recorded with actual course title.

**Modifying the plan**: Once the signed TCF has been submitted to Education Abroad, it can be modified by email consultation with the Registrar’s Office and relevant departmental advisor(s). A new TCF is not necessary except for change of program/institution or change of academic term that significantly affects the transfer credit plan.

**Limit**: The Registrar’s Office will process a maximum of three transfer credit plans per period of education abroad. One is sufficient for most students (with email modifications as needed).

**Registration**: Completion of TCF is one of the pre-departure steps ahead of necessary override to register for SA 482 via RAMweb.
The purpose of this form is for the Registrar’s Office to better evaluate how you need your education abroad courses to transfer to CSU. In order to facilitate this, please follow the instructions below. This form is not applicable for coursework done abroad to earn CSU credit through Division of Continuing Education or other means. It pertains to transfer credit only.

- **Course descriptions** from the host institution’s or program provider’s catalog or website must be attached for all courses you wish to have evaluated. Please allow a **two-week** turn around for evaluations, so plan ahead accordingly.

- The Education Abroad Transfer Credit Form (two pages) and this worksheet (one page) are to be submitted to the Registrar’s Office in Centennial Hall. You will be notified by message to your @rams email address when the evaluation has been completed.

**Limit:** The Registrar’s Office will process up to three transfer credit plans per period of education abroad. One is sufficient for most students.

Name (Last, First) __________________________________________ Email Address: __________________________

Education Abroad Program __________________________________________ Term __________________

Education Abroad University or School Issuing Transcript (not CSU) __________________________________________

- **Column A:** Enter Abroad Institution’s Course Number. If a course number is not available, enter abbreviated course title.

- **Column B:** Are you looking for this course to transfer as a specific CSU equivalent? If yes, write the CSU course prefix and number in this space, selected from the CSU Course Catalog. Alternatively, identify relevant major or minor if applicable.

- **Column C:** Are you looking for this course to transfer as elective credit? If yes, checkmark ‘✓’ this column. (Note: You may indicate specifically what kind of elective you need; for example, History elective, Economics elective, upper division elective, etc.)

- **Column D:** Are you looking to fulfill an All-University Core Curriculum (AUCC) requirement? For example, Category 3B (Arts & Humanities), Category 3C (Social/Behavioral Science), etc. If so, indicate here the desired AUCC category or categories by number and letter, such as 3D. See Degree Audit via RAMweb or CSU Course Catalog for AUCC requirements.

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<thead>
<tr>
<th>A. Abroad Institution’s Course Number and/or Title</th>
<th>B. CSU Course Number (or relevant CSU major or minor)</th>
<th>C. Elective Credit</th>
<th>D. AUCC Category Requirement</th>
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Note: After your Transfer Credit Form (TCF) has been processed by the Registrar’s Office and signed by your academic advisor, please retain the Evaluation Worksheet, flowchart, and course descriptions for yourself while submitting the completed **two-page** TCF (including policies page) to Education Abroad in Laurel Hall.
COLORADO STATE UNIVERSITY EDUCATION ABROAD TRANSFER CREDIT FORM

STUDENT & PROGRAM INFORMATION (Please print clearly)

Name: _______________________________________

Host Institution Abroad: _________________________

Term/Year Abroad: ________________________________

Sponsor (if applicable, such as CSU, ISA, API, etc.): __________

City/Country: _________________________________

Academic Institution Issuing Education Abroad Transcript: _________________________

AUTHORIZATION FOR PARTICIPATION IN AN UNAFFILIATED PROGRAM OR DIRECT ENROLLMENT

"I confirm that this is an authorized Education Abroad Program": _______________________

PRE-APPROVAL OF TRANSFER CREDIT

1) Consult with your academic advisor(s) to discuss your remaining major/minor, core, and elective CSU degree requirements. Paying close attention to courses that are offered infrequently and/or must be taken on campus, generally identify where study abroad coursework could fulfill the other requirements within your degree plan.

2) List courses that you plan or tentatively plan to take and alternative courses in the Course Number and Course Title boxes (A & B) below. (Do not fill in the shaded areas.) Sign and date the student’s signature line below. Attach printed course descriptions to your Evaluation Worksheet, copied from the host institution’s or program sponsor’s catalog or website.

3) Take your Evaluation Worksheet, course descriptions, and this two-page TCF form (including policies page) to the Registrar’s Office in Centennial Hall for determination of CSU equivalencies. You will be notified by message to your @rams email address when the evaluation is complete. Processing time is about two-weeks, so plan accordingly.

4) AFTER the courses have been evaluated by the Registrar’s Office, if an equivalent is not what you need for a specific major or minor requirement, take your forms and the course description to the CSU department that teaches a similar course for further review. If a revision is indicated in Column C or D, be sure Column E is initialed by the person who made the change for you. The revision is likely to be made by your academic advisor for the relevant major or minor.

5) Ask your primary or most relevant academic advisor to review your transfer credit plan and sign the bottom of this form.

6) SUBMIT THIS COMPLETED TWO-PAGE TRANSFER CREDIT FORM TO EDUCATION ABROAD IN LAUREL HALL.

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<tr>
<th>A. Abroad Institution’s Course Number</th>
<th>B. Abroad Institution’s Course Title</th>
<th>C. Equivalent determined by Registrar or Department</th>
<th>D. Amount of Credit to be Awarded</th>
<th>E. Registrar or Department Initials</th>
<th>F. Checkmark here if equivalence to be determined upon return to CSU</th>
<th>G. Applies to all Students (indicate by checkmark)</th>
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"I understand my responsibilities and the applicable CSU policies." (Read and initial policies on next page before signing.)

Student’s Signature ___________________________ Date ____________

Academic Advisor’s Signature ___________________ Date ____________

Academic Advisor’s Printed Name ___________________________
CSU POLICIES CONCERNING TRANSFER OF CREDIT FROM AN EDUCATION ABROAD PROGRAM

Name: ___________________________________________________________  CSU ID# _______________________________

(Last)                                                                         (First)  (MI)

TRANSCRIPT INFORMATION

Please ensure that the institution issuing your official transcript for coursework completed abroad sends the original document to Education Abroad at CSU (exception – if issued as an official electronic transcript, it should be sent directly to etranscripts@colostate.edu).

Education Abroad - Office of International Programs
Laurel Hall - 700 Oval Drive - 1024 Campus Delivery
Colorado State University
Fort Collins, CO 80523-1024, USA

TRANSFER CREDIT POLICIES

Please initial each paragraph indicating that you have read and understand the following policies which pertain to the transfer of credit from education abroad.

_______  No more than 15 of the last 30 credits earned immediately preceding graduation may be completed at another institution. If you are enrolled in SA 482 during your final semester, this policy does not affect you.

_______  A maximum of 64 semester credits is allowed for a combination of courses completed at two-year colleges. Credit earned at a two-year college (or through an education abroad program offered by a two-year college) may not be used to meet the upper-division (300-400 level) graduation requirement.

_______  Thirty of the 42 upper division credits required for graduation must be completed “in residence” at CSU. These are defined as courses taught under the authorization of Colorado State University. Pre-approval of courses listed on this form, along with the appropriate signatures and enrollment in SA482 while you are abroad constitutes authorization. Substitution of courses taken under the same program will be considered as necessary.

_______  CSU students must take each course for a letter or numeric grade (not Pass/Fail) and earn the equivalent of a “C-” or better for the credit to transfer to Colorado State University. Grades less than “C-” are NOT accepted for transfer of credit to Colorado State University.

_______  Students will receive transfer credit for coursework only after an official transcript has been received by CSU and evaluated by the Registrar’s Office.

_______  Credit will transfer as deemed appropriate by the Registrar’s Office unless you obtain formal approval, using this form; to use specific courses in meeting the requirements of your major, minor, or the All-University Core Curriculum.

_______  If courses other than those listed on the front of this form are completed, the University maintains the right to decide whether they are applicable to your degree program.

_______  Completion of this form does not guarantee the acceptance of the transfer work by Colorado State University if the courses are remedial, vocational-technical in nature, a repeat of courses previously taken, or of a level not acceptable toward a bachelor’s degree.

AUCC CATEGORY 3E GLOBAL AND CULTURAL AWARENESS REQUIREMENT

To be eligible for a waiver of the 3-credit AUCC 3E Global and Cultural Awareness requirement, a CSU student can successfully complete (with grade equivalent to C- or better) the equivalent of 1.0 (one) CSU credit through an approved education abroad program. While abroad, the student must be registered in SA 482 or a CSU course taught abroad. Alternatively, a CSU student can successful complete a course taught abroad that is approved to fulfill (rather than waive) the 3E requirement. The awarding of the AUCC 3E waiver or approval of an AUCC 3E equivalent course is managed by the Registrar’s Office.

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