

Academic Advising Form

Request for Academic Approval to Study Abroad

Name: _____ Student ID Number: _____ Date: _____

Program: _____ Term of Participation: Fall 200__
 Spr 200__
 Year 200__

Major: _____ Minor: _____

Instructions for obtaining course approval

1. Please begin by researching the descriptions of the courses you would like to take at your host university and those courses listed on the Study Abroad Transfer Course Database (<https://www.acs.ncsu.edu/scripts/ugadmiss/saequiv.pl>). Course descriptions are usually available on your host university's website. Please note that in many cases, the course listings and descriptions are tentative, and you will not complete your final registration until you arrive on-site. Therefore, it is important that you gain approval for alternate courses in the event that your first choices are not available when you arrive. We strongly recommend that you gain approval for twice the number of credits that you are required to take while abroad.*
2. Take your course descriptions to the Departmental Coordinator of Advising in your major department. The Coordinator will discuss your options with you and make recommendations for course equivalencies. Do the same with your minor department if you intend to take such courses overseas.
3. Once you obtain approval for your major, minor, and GER courses, you must get final approval from the Dean of your College.
4. You are responsible for communicating with your Departmental Coordinator of Advising once abroad in order to confirm course choices and to request approval for additional or alternative courses if necessary.
5. **Once abroad, you must ensure that your host university will send an official copy of your transcript to the Study Abroad Office at NC State at the completion of your program.**
6. Upon your return, you will be notified to pick up your transcript from the Study Abroad Office with instructions to take your transcript to the appropriate person in your College. This step is essential to ensuring your courses will be transferred, you will receive credit, and your courses will be applied to your degree audit.

**SEMESTER PROGRAMS: Total number of credit hours to be transferred as major, minor, and GER courses must be equal to at least 12 credit hours per semester for undergraduates or 9 credit hours per semester for graduate students.*

Approved Major Courses

Host University Courses

Number	Title	Hours

Equivalent NC State Courses

Number	Title	Hours	T.C.D.

Alternative Host Courses

Number	Title	Hours

Equivalent NC State Courses

Number	Title	Hours	T.C.D.

Department Approval: _____ Date: _____

(Major) College Approval: _____ Date: _____

ADVISORS ONLY— Please refer to: <https://www.acs.ncsu.edu/scripts/ugadmiss/saequiv.pl> for the Study Abroad Transfer Course Database (T.C.D.). Please check the "T.C.D." box when you approve a course that was found in the T.C.D. For courses that can be added to the T.C.D., please do the following:

PLEASE CHECK ONE AND INITIAL

- The Major Courses listed above have been approved by the Department and MAY be used in the Study Abroad Transfer Course Database. (ADVISOR INITIAL _____)
- The Major Courses listed above have been approved by the Department and MAY NOT be used in the Study Abroad Transfer Course Database. (ADVISOR INITIAL _____)