

Dear Study Abroad Student,

Attached please find the transcript from your study abroad program and follow these instructions:

1. If there is any inaccurate information on your transcript notify the Study Abroad Office immediately.
2. **Credit transfer from your study abroad program is not automatic.** It is granted by your dean and posted to your NC State transcript and degree audit ONLY after you take the transcript to your department(s) to begin the process. The transcript must be taken in its sealed envelope to the office listed below. Your college will evaluate the transcript and determine what degree requirements have been fulfilled through your coursework abroad. The college will note these on your Degree Audit. Your college will also make a recommendation for the total number of credit hours to be transferred, and will send that to the Registrar to be noted on your NC State transcript. Courses taken abroad will be listed under the "Transfer Credit" section of the transcript. Please note that only the total number of credit hours will be noted on your transcript. Grades and course titles for courses taken abroad will not appear on your NC State transcript.

If your major/minor is in:

Transcript should be taken to:

Agriculture and Life Sciences	Carmen Martin, CALS Dean's Office, 115 Patterson
Design	Coordinator of advising for your major/minor dept.
Education and Psychology	Coordinator of advising for your major/minor dept.
Engineering	Brian Koehler, Academic Affairs, 118 Page Hall
Humanities and Social Sciences	CHASS Dean's Office, 106 Caldwell Hall
Management	Andy Nowel, Director of Advising, 2160 Nelson Hall
Natural Resources	Yvonne Lee, Academic Affairs, 1022 Biltmore Hall
Physical/Mathematical Sciences	Coordinator of advising for your major/minor dept.
Textiles	Philip Dail, Director of Advising, Textiles 3405

3. **If you have a minor or second major in a different College or School,** and you wish to have your study abroad courses counted towards your minor or second major requirements, please discuss this with the adviser/dean of your first department to make sure they cannot issue you the credit. If they cannot issue the credit, you may need to take the official transcript to the second department. If so, the envelope should be resealed by the adviser/dean of your first department, then taken to the office for the second College or School as listed above.
4. **If you are planning to apply for graduate school or professional programs** in the future, please note the following:
 - Since the credit that you will receive is transfer credit and not NC State credit, you may be required to submit transcripts from your host institution as part of your application to the graduate school.
 - Many host institutions do not keep records for study abroad students on file for long periods of time. You may find that it is difficult to request original transcripts from your host institution for the purpose of graduate or professional school applications. The Study Abroad Office cannot supply additional original transcripts. However, in many cases, the admissions office of the graduate program may accept a certified copy from our office in lieu of the original. Verify this with the admissions office of your program(s) first. If they will accept a certified copy, please supply our office with a stamped, pre-addressed envelope for each graduate admissions office to which you would like a copy sent.