

INSTRUCTIONS

The purpose of this form is to:

- Ensure that you continue to make appropriate progress toward your academic degree while abroad.
- Certify that your academic department and the Office of Research and Graduate Studies are aware and approve of your decision to study abroad and transfer credit back to MU.
- Confirm that you understand how the courses taken abroad will transfer and be applied toward your MU degree requirements.

It is important that you complete this form step-by-step in the following order:

1. **Meet with your study abroad program coordinator** to locate courses for your program.
IMPORTANT: If you are taking courses offered by a foreign university, see this list of previously evaluated courses: musis1.missouri.edu/intl_course_equiv/intro.cfm.
2. **Meet with your academic adviser(s)** to discuss what courses to submit for evaluation based on your degree plan.
3. **Drop off your completed course proposal** at the International Center.
 - You are limited to **two** study abroad programs for evaluation per term (up to **10 courses per semester** or up to **20 courses per year**)
 - A complete course proposal includes:
 - > Cover page
 - > List of courses
 - > Course descriptions and supporting information (in English, see [template in myStudyAbroad](#) for what information to include)
4. **Pick up your proposal from International Admissions** (230 Jesse Hall). You will receive an email once your course proposal has been evaluated and is ready to be picked up.
5. **Meet with and obtain signatures from all academic advisers** for your major(s) and minor(s) to discuss how the evaluated courses will count toward your degree at MU and what additional supporting materials may be needed in order to transfer credit.
6. **Obtain certification from the Office of Research and Graduate Studies** and complete any necessary paperwork.
7. **Submit your finalized course proposal** to the International Center, keeping a copy for your own records. A copy will also be uploaded to your myStudyAbroad account for easy access while you are abroad.

Please note:

- Some MU colleges/schools will not permit students who are on academic probation to study abroad. Eligibility to study abroad is contingent on review of all your grades until the time of departure for the program.
- **Non-MU program participants:** International Admissions will verify that your host university is degree-granting and accredited. At the end of the program, transcripts should be sent to the director of study abroad at the MU International Center.

Name: _____ MU student #: _____

Mu college/school: _____

Academic department: _____

Study abroad program: _____
university/program city, country

Institution issuing transcript: _____
university/program city, country

Term/year: winter break 20 ____ spring 20 ____ calendar year 20 ____–20 ____
 summer 20 ____ spring break 20 ____ fall 20 ____ academic year 20 ____–20 ____

FOR STUDY ABROAD PARTICIPANT

I understand course approvals are tentative and that I must supply syllabuses and other materials for all courses in which I will enroll while abroad in order to facilitate evaluation for the MU credit I desire.

study abroad applicant signature date

ONLY FOR NON-MU PROGRAM PARTICIPANTS:

The transcript-issuing institution for this program is recognized as a degree-seeking institution of higher education and the credit earned on this program will be accepted for transfer to the student's home university (see reverse/next page).

International Admissions (or other unit responsible for approving transfer credit) date

FOR OFFICE OF RESEARCH AND GRADUATE STUDIES

The above-named student is approved to study abroad according to the terms on the reverse side/next page.

Office of Research and Graduate Studies signature/stamp date

Name: _____ MU student #: _____

Study abroad program: _____
university/program city, country

Term/year: winter break 20__ spring 20__ spring break 20__ summer 20__ fall 20__ academic year 20__-__ calendar year 20__-__

FOR STUDY ABROAD PARTICIPANT			FOR INTERNATIONAL ADMISSIONS		FOR ACADEMIC ADVISER
HOST UNIVERSITY COURSE INFORMATION			INTERNATIONAL ADMISSIONS COURSE EQUIVALENCY	MU CREDITS	ACADEMIC ADVISER'S COMMENTS
COURSE DEPT. & NUMBER	COURSE TITLE	COURSE CREDITS			
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective

Please complete a second copy of this form as needed to list all courses you intend to take (maximum: 10 per semester).

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International Admissions: _____ Academic adviser: _____

Office of Research and Graduate Studies: _____

MAKE A COPY FOR YOUR OWN RECORDS