UNDERGRADUATE STEPS FOR TRANSFERRING STUDY ABROAD CREDITS

Why do students need to complete this process before departing?

A. You will make the best course selection for your international program after talking to your advisor about your academic goals and degree plan.

B. You will understand how the classes you plan to take and credits you earn will apply towards your major, minor or general university requirements.

C. You will have a documented, approved academic plan for your semester abroad.

D. If you do not complete this process, you may not receive credits for courses completed and may not be eligible for financial aid.

INSTRUCTIONS:

1. Complete the Transfer Credit Agreement (TCA) form and submit it to the Study Abroad Office. Select more courses than what you really intend to take in case of course cancellations or schedule conflicts. Be sure to attach course descriptions or syllabi in English, which you can find in catalogs, web sites, etc. Obtain as much information as possible about each of the courses you plan to take. It is your responsibility to obtain course descriptions.

2. The Study Abroad Office will review your TCA Form and submit it to the Office of Undergraduate Admissions for approval. The Transcript Evaluator may need to contact you if any questions or if any additional information is needed before deciding on credit transfer for the course(s) that you are requesting. Allow ten business days for the approval. The Office of Undergraduate Admissions will return your evaluated TCA via e-mail.

3. Once you receive your evaluated TCA, make an appointment with your academic advisor, who will then complete the degree requirement section indicating if these courses will satisfy a degree requirement. Having a documented conversation with your academic advisor(s) prior to studying abroad can help you select the program that best fits your needs and interests.

These are some suggested questions you can ask your advisor:

- What degree requirements do I have left to complete?
- My study abroad program will earn transfer credit. How does that affect my academic planning?
- Are there any particular requirements you recommend I should/should not try to complete abroad?
- Will you accept transfer credit for my major/minor requirements?

Do this early, since advisors’ schedules sometimes fill several weeks in advance. For your appointment, bring course descriptions and/or syllabi in English.

4. If you are participating in a Texas State exchange or affiliated program, you will need to upload a copy of your TCA via your study abroad program application.
Students are welcome to participate in study abroad programs that are not offered by Texas State. This includes affiliated programs (for current list of affiliated programs contact the Study Abroad Office) and non-affiliated programs. It is important, however, that students understand the following:

- The Texas State Study Abroad Office is unable to provide advising for non-Texas State programs, and students must work independently with the program provider. Texas State cannot take responsibility for the academic quality of non-affiliated programs, nor does the University carry any liability for Texas State students who choose to participate in them.

- All coursework on non-Texas State courses is considered “transfer credit”. After completing the program, an official transcript should be submitted to the Study Abroad Office in order to process academic credits.

- Students are encouraged to keep all documents (syllabi, course descriptions, tests, papers, etc.) from the program in case transfer credit evaluators have questions regarding the coursework taken abroad.

- Students must research the academic quality of their selected study abroad program, as well as their health and safety practices. Students are strongly advised to speak to former participants in order to verify the quality of the program and have realistic expectations. Contact the program provider and request contact information of previous participants.

- While participating in a non-affiliated program, students are NOT considered Texas State students; thus, students may not have access to some of the services provided by Texas State to matriculated students only.

- Students who are not enrolled at Texas State University are not eligible to receive financial aid through the university. Therefore, students participating in non-affiliated programs may apply for financial aid through the institution offering the program. Students are strongly encouraged to discuss their study abroad plans and financial situation with the Texas State Financial Aid and Scholarships Office before they commit to any study abroad program.

- The federal government requires that aid eligibility only be based on those courses that count toward the completion of a degree. To be considered a full-time student for financial aid purposes, students must be enrolled in 12 credit hours as an undergraduate (or 9 credit hours as a graduate) that count toward a degree. To be eligible for most financial aid, students only need to be enrolled at least half-time (6 hours for undergraduates and 5 hours for graduates).

- Students seeking transfer credit for foreign languages are advised to consult with the Chair of Modern Languages prior to participation in a study abroad program, in order to determine which courses may be applied toward language requirements, minors, and majors at Texas State.

- A minimum of 15 classroom hours must be completed and reported to receive one semester hour of credit (15 class hrs = 1 semester hr). Class hours are restricted to actual classroom instruction. Other activities such as field trips, family/community interactions, etc., do not apply.

- A minimum stay of two weeks is required for each three semester hours of credit.

<table>
<thead>
<tr>
<th>Semester hours needed</th>
<th>Class hours required</th>
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<tbody>
<tr>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
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<tr>
<td>6</td>
<td>90</td>
</tr>
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<td>8</td>
<td>120</td>
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- Texas State cannot guarantee credit upon return to Texas State for any courses taken that are not pre-approved. If a student decides to take a course
that is not pre-approved, the student will risk not receiving credit for that course, which might cause complications, such as delaying course registration for the next semester, affecting financial aid eligibility, and/or delaying graduation.

• Students who apply to study abroad in a country for which the U.S. Department of State has issued a travel warning will not receive approval from the Study Abroad Office unless the student submits the required waiver form.

• Students who have selected programs that are either under question or have been found to have insufficient academic quality and/or health and safety practices will not receive approval. Students who enroll in these programs will not be able to transfer credits. You are advised to contact the Study Abroad Office for an updated list of programs under this status.

• The Transfer Credit Agreement form completed prior to your departure is not final. Students can make changes to their scheduled courses upon arrival at the host institution; however, if any courses are added, you must complete a new Transfer Credit Agreement Form and obtain the necessary approval.

At the end of your study abroad program, request that your host institution send an official transcript to:

Texas State University
Study Abroad Office
601 University Dr.
San Marcos, TX 78666
USA

• Courses and grades will not appear on Texas State transcripts until official transcripts from the study abroad program are received and processed.

• Be aware that some institutions are not prompt in providing official transcripts. It is your responsibility to make sure that the transcript is sent. Texas State cannot request transcripts on your behalf. It is recommended that students bring back with them at least two official transcripts, one for Texas State records, and one for the student’s personal files. Course work reported differently on the final transcript might not be awarded the same evaluation.

By signing this form, I certify that I understand and accept that I am responsible for the duties related to my participation in an education abroad program. I further understand that it is my responsibility to verify the applicability of courses toward my degree program with my academic advisor. I have read the “Study Abroad Transfer Credit Policies” and understand my responsibilities as stated.

Student Signature

Print Name

Date

Student ID#
## UNDERGRADUATE STUDY ABROAD TRANSFER CREDIT AGREEMENT

Name: ___________________________________  Student ID#: ______________________

Classification: __________________________  Anticipated Date of Graduation: __________________________  mm/dd/yyyy

Phone: _________________________________  Email: ___________________________________________

### Type of Program:

- [ ] A. Exchange
- [ ] B. Affiliated
- [ ] C. Non-Affiliated

Host Institution: ____________________________________________

Affiliated Provider: __________________________________________

Non-Affiliated Provider: _______________________________________

Program Dates: From _____/_____/______ To _____/_____/______

Institution issuing the transcript: _______________________________________

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You MUST attach course description and/or syllabi. This form WILL NOT be processed if the required information is not attached.

Course numbers should be listed just as they appear in the catalog or official publication. If more courses are being requested, please attach an additional form.

<table>
<thead>
<tr>
<th>COURSES TO BE TAKEN ABROAD DEPT/COURSE # AND TITLE</th>
<th>TEXAS STATE EQUIVALENCY</th>
<th>SATISFIES DEGREE REQUIREMENT?</th>
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<td>[ ] Yes  [ ] No</td>
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Student Major: __________________________  Student Minor: ___________________________

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STUDENT ABROAD OFFICE
UNDERGRADUATE STUDY ABROAD TRANSFER CREDIT AGREEMENT

ADVISOR NOTES

_________________________________________        ___________________________________         ___________________
Advisor Name         Signature                    Date
_________________________________________        _______________________________________         ______________________
Department/College           E-mail              Phone Number

FOR OFFICE USE ONLY

Study Abroad Recommendations: ☐Yes ☐No  Signature:______________________________  Date:__________
Evaluated by:______________________________  Date:__________
Attending institution FICE code:__________________________
Institution issuing the transcript FICE code:______________