

The Transfer Credit Approval form is used in obtaining department approval of transfer credit to specific equated courses at Miami that have not been previously approved. If a Self-Designed Thematic Sequence or a Miami Plan petition has been approved, submit proof of this approval for those classes, rather than repeating them on the Transfer Credit Approval Form.

Instructions on completing the Transfer Credit Approval Form.

1. Student completes Section I.

- **Program Provider:** Input the organization through which the student applied (AIFS, IES, ISEP, etc.).
 - If the student applied directly to a foreign university (i.e., American University in Sharjah), leave the field blank.
- **Host University:** Include any institution(s) the student will be attending, (such as University of Melbourne, IES, Milan Study Center or CIEE Global Campus).

2. Student completes first two columns in Section II.

- **Identify courses to be taken at the other institution.** Visit the program's website to find the courses offered and the corresponding syllabi (print course description/syllabus).
 - If the program does not provide course descriptions or syllabi through their website, contact the program to request these documents.
 - Student having difficulty finding courses can ask the program or study abroad advisor for help.
- If the student will not be registering for courses until they arrive on-site at their study abroad location, it is recommended to have more courses pre-approved than the student actually plans to take. This way, if there is a need to change classes, an advisor will not need to be contacted while the student is abroad.

3. Bring the Study Abroad Transfer Credit Approval Form and course description/syllabus to the appropriate academic advisor(s) to complete the last three columns in Section II. Usually this is the Chief Departmental Advisor (CDA).

- Course equivalencies should be approved by the corresponding Miami department (i.e., if a student is taking a Chemistry course, it should be approved by the Chemistry department).
 - If Miami does not have an obvious corresponding department, ask an academic advisor or a study abroad advisor for advice.
- Departmental advisors can be found online. Students can also contact the departmental office for the Chief Departmental Advisor's contact information. Students should call or email the advisor in advance to see if an appointment is needed.
 - College of Arts and Science: MiamiOH.edu/CAS/Advising
 - Farmer School of Business: MiamiOH.edu/FSB/Resources/Advising
 - College of Education, Health and Society: MiamiOH.edu/EHS/Student-Resources/Academic-Advising
 - College of Engineering and Computing: MiamiOH.edu/CEC/Academics/Advising
 - College of Creative Arts: MiamiOH.edu/CCA/Current-Students
 - College of Liberal Arts and Applied Science: MiamiOH.edu/Regionals/Advising
- If the advisor has any questions about this form, please ask them to email: StudyAbroad@MiamiOH.edu.

4. Deliver the completed form to the Education Abroad Office, 214 MacMillan Hall.

- Prior to dropping off the form, please make a copy for personal records.
- After the form is processed by the Education Abroad office, it will be available within the student's application on the study abroad website (MiamiOH.edu/StudyAbroad) under the "Documents" tab.

**THIS FORM SHOULD BE COMPLETED AND SUBMITTED BY THE END OF THE SEMESTER
BEFORE GOING ABROAD**

Study Abroad Transfer Credit Approval Form
SECTION I TO BE COMPLETED BY THE STUDENT

Student Name _____
 Student Email _____@MiamiOH.edu
 Major(s): _____
 Program Provider: _____

Banner ID + _____
 Phone # for questions about form: _____
 Study Abroad Term: _____
 Host University: _____
 City, Country: _____

SECTION II TO BE COMPLETED BY THE STUDENT AND ACADEMIC ADVISOR

Student fills out first two columns ONLY		FOR ACADEMIC ADVISORS' USE ONLY STUDENTS ARE NOT TO FILL OUT THE FOLLOWING INFORMATION		
Study abroad course to be transferred:	*Credit hours:	Miami equivalent or T-number:	Faculty signature:	Print faculty name:
EXAMPLE: EN 388: Studies in Modern Irish Literature	3	ENG 345: British Modernism 1890 to 1945 or ENG T		

*Minimum of 12 credit hours needed to release Scholarships

Courses for major/minor equivalencies should be graded (no pass/fail). Grades for courses received as transfer credit do not affect student's Miami GPA. If students decide to take classes that have not been pre-approved, they will need to submit an additional Transfer Credit Approval Form before departure or have an academic advisor review the classes upon return.

CERTIFICATION: I certify that all information reported to qualify for federal student aid is complete and correct and that purposely giving false or misleading information may lead to fines, prison or both.

 Student Signature (Original, not typed)

 Date

Return completed form before leaving to the Education Abroad Office, 214 MacMillan Hall.