

External Program Study Abroad

International Transfer Credit

Transfer credit procedures for current Engineering students who wish to complete a course at a College/University outside the United States

Instructions for students:

- Contact Emily Whalen (whalene@bu.edu), Program Manager for External Program Study Abroad 881 Commonwealth Ave. 2nd floor <http://www.bu.edu/abroad/>
- Meet with the Program Manager for External Program Study Abroad to discuss your proposed plans for transfer credit at an institution outside U.S.
- Obtain the Transfer Credit Approval form for External Program Study Abroad from the Program manager or on the Receiving Credits section of the External Study Abroad website.
- Complete Section I and the course information on form and attaché a syllabus of course (or syllabi if more than 1 course)
- Bring the transfer credit approval form and syllabus to the Engineering Undergraduate Records Office in ERB 107. Ask to see one of the Records Coordinators.
- The ENG Undergraduate Records Office makes copies of the form and syllabus and returns originals to student.
- Bring the transfer credit form and syllabus to the appropriate (CAS) department for the course you are having evaluated for transfer credit.
- Bring the evaluated transfer credit form to your faculty advisor for final approval.
- Submit the completed transfer credit form to External Program Study Abroad Office.
- Have the final transcript of course with grade earned sent to External Program Study Abroad Office.

Once the final transcript has been received by External Program Study Abroad Office at the end of the term abroad, the Program Manager will verify the course(s) listed on the transcript with what the student submitted.