

# EXTERNAL PROGRAMS STUDY ABROAD TRANSFER CREDIT COURSE APPROVAL FORM

Return completed form to: BU Study Abroad, 888 Commonwealth Ave., 2nd Floor

**To the student:** This form must be completed in *ink*. Forms completed in pencil will *not* be accepted. Bring to Study Abroad Office for program approval or before seeking approval of individual courses.

Name: \_\_\_\_\_ BU ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_

BU College / School: \_\_\_\_\_ Expected Date of Graduation (Month/Year): \_\_\_\_\_

Major Concentration: \_\_\_\_\_ Minor Concentration: \_\_\_\_\_

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Study Abroad Program/Institution: \_\_\_\_\_ City, Country: \_\_\_\_\_

Four-Year Degree Granting University issuing the transcript (this is not BU): \_\_\_\_\_

I wish to study abroad for the ☐ Fall ☐ Spring ☐ Summer (check one box) term of the **Academic Year:** \_\_\_\_\_ (desired Academic Year).

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## Step 1:

The External Study Abroad Program indicated above is eligible for transfer credit approval and has been approved by Boston University Study Abroad.

Approved by External Study Abroad Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** All courses must be approved by the appropriate academic department.

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## Step 2:

To the Director of Undergraduate Studies and/or Academic Advisor:

☐ By signing below, you are not approving the external study abroad program, but agreeing that the coursework as described fits with the student's intended plan of study and/or that the courses as described consist of sufficient content and objectives to be eligible for transfer.

☐ If you require additional information about the class content, or would like to confirm that a course covers certain topics, please ask the student to provide you with a syllabus and/or course description. It is the student's responsibility to obtain this information.

☐ Students should refer to the External Programs website at [www.bu.edu/abroad/external\\_programs](http://www.bu.edu/abroad/external_programs) for more details on guidelines and policies. Should you have any questions, please call the Program Manager for External Programs in BU Study Abroad ext. 3-9888.

Academic Advisor's Name (please print): \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

