

### **Study Abroad Request Form**

**This form is used to plan for the transfer of credit for your time abroad. If you are or will be transferring credits from a non-WVU partner institution, please use the standard transient form.**

1. You must have a 2.0 GPA or higher to take courses abroad.
2. Completion and submission of this form is an acknowledgment of your understanding of the manner in which your courses may transfer back to WVU, as outlined below.
3. If you have not successfully completed the WVU pre-requisites for a course, or do not meet the appropriate placement requirements for the WVU course, you cannot post an equivalent course to your WVU transcript. If a pre-requisite is in progress, the transient request will be held until you successfully complete the course(s). If a course you wish to transfer is not a direct equivalent to a WVU course, it will not count as a prerequisite to another WVU course without appropriate approvals.
4. Your international grades and credits will be converted to American standard letter grades and semester credits. They will post to your WVU transcript and count in your overall, but not institutional, GPA.
5. If you are a study abroad exchange student, you must enroll as a full-time student while abroad. If you do not do so, you may be required to repay financial aid or lose future aid.
6. Some WVU academic units may have additional rules and guidelines.
7. Until you have submitted a transcript from your study-abroad institution, all courses on this form, and their potential equivalences, should be considered tentative.

### **INSTRUCTIONS:**

1. Fill out the form below and email it to your advisor.
2. If you wish a course to transfer back as a direct WVU equivalent, you must submit a Transfer Equivalency Review Request (TERR) and the same course must appear on your study abroad institutional transcript.
3. If you take a course that has not previously been evaluated through TERR, it will post to your record as NOEQ 100 when WVU receives your transcript. You can then request further evaluation through TERR.
4. You should keep the syllabi of all courses you take while abroad.
5. If you plan to attend more than one institution, you will need to fill out a separate form for each one.
6. Students must work with the Office of Global Affairs to be enrolled in the study abroad (host) institution.
7. If you change your course schedule during your time abroad, you must contact your academic advisor and fill out a new transient request when you return.
  - a. Courses not previously approved on this form will be translated as NOEQ 1NT - Needs Transient Approval.
  - b. NOEQ 1NT courses will not be re-articulated to a WVU equivalent until a new, corrected transient form has been submitted and approved.
8. Always consult your advisor before you take a course at another academic institution.

After you have completed your course(s) you must have an official transcript emailed to:

[InternationalAdmissions@mail.wvu.edu](mailto:InternationalAdmissions@mail.wvu.edu)

Or mailed to:

West Virginia University  
Office of International Admissions  
2nd Floor One Waterfront Place  
PO Box 6009  
Morgantown, WV 26506-66009

I have read and understand the instructions on this form: \_\_\_\_\_

**STUDY ABROAD REQUEST FORM****Name:****WVUID:****Email:****Undergraduate****Graduate****Current Major:****Advisor:****Do you receive financial aid or scholarships?****Yes****No****When do you plan to take this course? Please provide the term and year.****Term:**

Summer

Fall

Spring

**Year:****Sponsor/Institution:****Location/Country:****Course(s) to be taken:**

Whenever possible, please enter the course subject, number, title, institutional, and estimated WVU credit hours as provided by the transferring (host) institution (e.g., ADVT13-350 Advertising Internship)

Transfer Course

Anticipated WVU Equivalent

[Host credits](#) [WVU credits](#)

Notes

**Are you currently registered for, or have you completed, the WVU pre-requisites needed to take the course(s)?**      **Yes**      **No**      **Not applicable**

**Once you have completed this form, you must email it to your advisor and wait to be notified if your request is approved.**