

STUDY ABROAD REQUEST PROCESS

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

<u>WHO completes this form?</u>	This form must be completed by the Student and emailed to their Advisor.		
<u>HOW is it approved?</u>	This form will be reviewed by the Advisor, and submitted by them to our system to be reviewed by Dean's Office of your academic college.		
<u>Study Abroad Requirements:</u>	I have read and understood the requirements listed on the website. https://registrar.wvu.edu/transfer/study-abroad	<u>Check</u>	<u>Initials</u> <input style="width: 50px; height: 25px;" type="text"/>

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

Or mailed to:
West Virginia University
Office of International Admissions
2nd Floor One Waterfront Place
PO Box 6009
Morgantown, WV 26506-6609

STUDY ABROAD REQUEST APPLICATION

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/Country:

Institution:

Course(s) to be taken:

Please enter the course subject code, number, title, and credit hours from the transferring institution (e.g., ADVT13-350 Advertising Internship).

Host Credits WVU Credits

Are you currently registered for the WVU pre-requisites needed to take the course(s)?

Yes No Not applicable

Advisor signature is only required if requested by the transfer institution.

Advisor Signature

Date