

CREDIT TRANSFERABILITY: STUDY ABROAD PROGRAMS

SEND TRANSCRIPTS TO:

Study Abroad Office
304 Fairchild Hall
Kansas State University
Manhattan, KS 66506

Before You Study Abroad:

- Contact the Office of International Programs to answer study abroad questions. Office info: 304 Fairchild Hall, Manhattan, KS, 66502, 785-532-5900, <http://www.k-state.edu/studyabroad>
- Contact your college Dean's Office and/or Academic Advisor to discuss the courses you plan to take, and to complete the Academic Approval Form that is part of your study abroad application. This will ensure that your credits are pre-approved and will transfer correctly. Be sure to get signatures from your Advisor and Dean's Office and turn this form in to the Study Abroad Office. (*Signatures are not required for language courses.*)
- Complete the MLANG Credit Transfer Worksheet as a component of your online application, once you've been accepted to a program.

Before You Return to K-State:

- **Request that your host university mail your official transcript to the address above.**
- Please ensure that the transcript has the name of the school, your name, the names of the courses taken, the amount of credit received for each course, and the grade received for each course. It is also *highly* recommended that you request one or more official transcripts for yourself to keep for your personal records. This will be useful if you are applying for professional or graduate school. **You will not be able to get a copy** from K-State's Study Abroad Office, the Office of Admissions, or the Registrar's Office once you return.
- Bring back your syllabus or the course catalog descriptions, if available, for your dean's office/academic advisor in case there are questions about course content (*and to potentially have the course made equivalent to a K-State course*).

When You Return to K-State / Evaluation of Your Transcript:

- The transcript that you have requested to be sent to K-State will be marked as "Study Abroad" by the Study Abroad Office, and forwarded to the Office of International Admissions. The Office of International Admissions will determine the number of U.S. credits you have earned based on international standards and the Academic Approval form you completed with your Academic Advisor before you studied abroad. The K-State Office of International Admissions must receive a transcript in order to award credit—validation forms or MLANG worksheets alone are not sufficient.
- If the transcript does not provide enough information for evaluation, you will be asked to work with your Academic Advisor or Dean's Office to validate the courses you took abroad. Courses generally only require validation if they are language courses or if they were not listed on the Academic Approval form you completed before studying abroad. The Transfer Credit Validation form can be obtained in your Dean's Office or online at http://www.k-state.edu/studyabroad/resources/credit_validation_form.pdf. **Be sure to check the "Study Abroad" box in the upper right-hand corner.** When this is completed and signed by your Academic Advisor and Dean's Office, it should be turned into the Office of International Admissions.
- Prior to evaluation, your K-State transcript will show a grade of "I" (incomplete) for MLANG 001, which indicates you were enrolled in Study Abroad. Your transcript must be evaluated before this can be removed, and your courses from abroad can be considered for use toward degree requirements, including UGE credits or K-State 8 requirements.
- As with all transfer credit, the grades that you receive for study abroad will not affect your overall K-State GPA. You must pass a course in order to receive credit for it. Your study abroad credit shows up as transfer credit on your K-State transcript.
- Specific course equivalencies as determined by your Academic Advisor or Dean's Office are created by the Registrar's office. Credit for electives and unknown course exceptions can be done by your Dean's office.

If you have any questions or concerns, please do not hesitate to contact the Study Abroad Office. Enjoy your study abroad experience, and we will work with you to ensure that you receive deserved credit for your time spent abroad.