**NAME:** _________________________________________________

**MSU ID:** ________________________________________________

**Phone:** ________________________________________________

**Email Address:** __________________________________________

**Name of Institution Abroad and Program Type** ________________________________________________

**Proposed Term / Dates of Attendance:** ________________________________________________

*Please meet with your academic advisor(s) to fill out this form. Once you’ve met with your Academic Advisor(s), you may need to have the Registrar sign this form. Once fully completed please submit to your My Global Connection application (photo upload) or turn into the study abroad office.*

**Proposed coursework for major/minor requirements (NON-CORE):**

<table>
<thead>
<tr>
<th>Course Title at International Institution</th>
<th>MSU Credits Upper (U) or Lower (L) Division</th>
<th>MSU Equivalent Course / Requirement Satisfied</th>
<th>Advisor Initials</th>
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</table>

**Proposed coursework to be accepted as fulfilling CORE:** Please note that all courses will transfer as Elective credits. Courses approved for for CORE will be transferred as Elective credits and approved CORE attributes.

<table>
<thead>
<tr>
<th>Course Title at International Institution</th>
<th>MSU Credits Upper (U) or Lower (L) Division</th>
<th>What CORE requirement desired for each course being evaluated (example, IA, D, etc.)</th>
<th>Registrar’s Office Approval Y/N</th>
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**Name of Advisor(s) (Printed):**

_________________________________________________________

**Academic Advisor(s) Signature:**

_________________________________________________________

**Registrar’s Office Signature (only needed if requesting CORE):**

_________________________________________________________
INSTRUCTIONS AND OFFICIAL TRANSCRIPT AGREEMENT

Prior to you leaving for your Study Abroad experience you will need to complete both sides of this form which includes the Study Abroad Course Approval (located on reverse side) and the Official Transcript Agreement (on this side).

Study Abroad Course Approval:

- Meet with your Advisor to map out the classes you will be taking while you are abroad and fill out the reverse side of this form.
- Bring form to the Registrar’s Office to be signed only if you are looking to take any courses for CORE, you will need to provide a course description in English.
- Degree specific MSU equivalents can only be approved by an advisor from the department that offers the course.
- Note this form can change as you finalize your schedule abroad. As things change simple complete another form.

The credits while studying abroad need to be approved prior to departure through the course approval process. Academic units determine if and how credits apply to their major: upper or lower division, and specific degree requirements. In conjunction with the Registrar, the Office of International Programs determines the appropriate grading and credit conversions. The Registrar further determines applicability of study abroad work toward the MSU CORE 2.0 requirements. These evaluations are done in accordance with national standards set by the American Association of Collegiate Registrars and Admission Officers (AACRAO). Montana State University follow the standards for all international transfer credit conversions, including but not limited to the European Credit Transfer System. Requests for exception to this practice must be submitted in writing to the Office of the Provost and include supporting documentation.

You must have an OFFICIAL TRANSCRIPT from each school attended sent DIRECTLY to the Office of International Programs address listed below. Transcripts will NOT be accepted from the student. When ordering your transcripts, make sure the most recent term attended is included, complete with grades for all semesters.

HAVE TRANSCRIPTS MAILED TO:
Montana State University – Bozeman
Office of International Programs
400 Culbertson Hall
Bozeman, MT 59717-2260

Transcripts should be received by the end of the term following your Study Abroad experience.

Additional Information about Studying Abroad:

* All courses will be graded Pass/Fail (if you receive an F while abroad it will count here). Find out what your international institution’s withdrawal date is.
* If you are planning to graduate at the end of the term you are abroad email studyabroad@montana.edu to discuss graduation options. You may be required to push your term of graduation to the next semester and register “In Absentia” for that term (note: there are fees associated with registering as an in absentia student).
* To register for the term following your return, you should be in contact with your advisor (to request your PIN) via email. Advising begins in March for Summer and Fall terms and in October for the Spring term.

I understand I must provide a transcript from my Study Abroad Institution by the deadline described above:

Student Signature: ________________________________ Date: __________________