



Study Abroad Course Approval

Please Follow Directions on Back of Form

Office of International Programs

Montana State University-Bozeman
 400 Culbertson Hall
 P.O. Box 172260
 Bozeman, MT 59717-2260
 Tel: +1 (406) 994-7151
 Fax: +1 (406) 994-1619
 E-mail: studyabroad@montana.edu
 Web: www.montana.edu/international/studyabroad

NAME: _____

MSU ID: _____

Phone: _____

Email Address: _____

Name of Institution Abroad: _____

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 must have the Registrar sign this form. Turn this in at the Study Abroad Office when complete.*

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

Course Title at International Institution <i>(If more courses please attach a 2nd form)</i>	Academic Units Abroad / MSU Credits	MSU Equivalent Course / Requirement Satisfied	Advisor Initials

Proposed coursework to be accepted as fulfilling CORE :

Course Title at International Institution Must attach a Course Description for evaluation <i>(If more courses please attach a 2nd form)</i>	Academic Units Abroad / MSU Credits	MSU Equivalent Course / Requirement Satisfied <i>*Must specify what CORE (example, IA, D, etc.)</i>	Registrar's Office Approval Y/N

Name of Advisor(s) (Printed):

Academic Advisor(s) Signature:

Registrar's Office Signature:

OFFICE STAMP:



Office of the Registrar

101 Montana Hall
Bozeman, MT 59717-2066
Telephone (406) 994-2601

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. If you are looking to take any courses for CORE, you will need to provide a course description in English.

- MSU equivalents can only be approved by an advisor from the department that offers the course. CORE can only be approved by the Registrar's Office.

Official Transcript Agreement:

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. For example, if you were to study abroad during the Summer Semester 2015, your transcript would be due by the end of the following Fall Semester 2015.

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, you will need to sign an additional agreement acknowledging that if your transcripts are not received by the end of the four weeks following the last day of finals, you will be required to push your term of graduation to the next semester and register "In Absentia" for that term.

*To register for the term following your return, you should be in contact with your advisor (to request your PIN) via email at the very least. 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:** _____