

Temple University *Request for Approval to Study Abroad on an External Program*

Dear Student:

In order to participate in an external study abroad program, you must complete the procedure outlined below. Once this is done, we will register you for a “placeholder course” at full-time credit for the semester/s that you will study abroad. This “placeholder course” has the benefit of keeping many of your Temple student services active, such as allowing your continued access to Temple e-mail and ensuring your ability to priority register. Once you return and your transfer credit is posted, the “placeholder course” will be replaced with your study abroad credits on your academic record. Because you will be registered as a full-time student at Temple during the semester that you study abroad, and thus gaining the aforementioned benefits of this status, it is imperative that you notify International Programs in the event that you do not participate in the program.

Procedures for Temple Students Planning to Study Abroad on an External Program

These instructions (and the attached 2-page form) assume that you have already chosen an external study abroad program and wish to get pre-approval for transfer credits. If you have chosen a program, follow the steps below:

1. Meet with an academic advisor from your Temple University school/college advising center to make sure you know the courses you need to complete in order to graduate from Temple, in addition to making sure you are not on academic or disciplinary probation and your current GPA is at least 2.5.
2. Obtain from the external study abroad program a brochure that contains the following information: course descriptions, and the name of the university providing a transcript at the end of the program. This university must be either an accredited institution in the United States or an institution recognized by the Ministry of Education (or its equivalent) in its home country.
3. Bring the information above in #2, along with the *Request for Approval to Study Abroad* form (attached to these instructions) to a study abroad advisor in International Programs to discuss the program and obtain written approval from International Programs. Before meeting with a study abroad advisor, you must complete the first page of the form and sign it.
4. **After** obtaining the approval of International Programs, seek Temple University course equivalencies from the appropriate faculty evaluator in all of the departments from which you wish to take courses abroad. For example, if you are planning to take Finance, History, and Spanish courses abroad, you must go to each of those departments and have the external program course descriptions reviewed by a faculty member who can determine whether you will receive major, minor, core, or

(please see other side)

elective, lower or upper level credit, etc. The evaluator should indicate the equivalency on the form and sign off on each course. We highly recommend that you get alternate courses approved for each course you plan to take, as this will give you some flexibility once you begin your external program in case you wish to drop/add courses.

5. Take the ***Request for Approval to Study Abroad*** form to your Temple University school/college advising center. The director of the advising center, or a designee of the director, will review your request and has the final say as to whether or not you have formal approval from Temple to participate in your external study abroad program. If approved, the advising center will keep a copy and you should collect the original.

6. **Sign** the bottom of the form agreeing to inform International Programs immediately if for any reason you decide not to participate in the study abroad program and **return** the completed form to International Programs along with a **copy of your acceptance letter** from your external study abroad program. You should also keep a copy of the completed form for your own records.

7. The **deadlines** for the completion of the above process are the following: for Spring semester study, December 15; Summer study, May 1; and Fall semester study, August 1.

8. Generally, most financial aid is transferable to another institution. In order to transfer aid, you must obtain a Consortium Agreement from Student Financial Services (you may download it from <http://www.temple.edu/sfs/forms.htm>). Instructions are included with the Consortium Agreement. This form must be filled out by you and completed by your external study abroad program. Once the form is completed and approved, it must then be returned to Student Financial Services along with a copy of your completed *Request for Approval to Study Abroad* form.

9. Finally, at the end of your program, request that the external program send an **official** transcript to Temple University International Programs (address below).

Your Temple University transcript will reflect the number of credits transferred; grades and courses will not appear on your Temple University transcript. However, should you apply to graduate or professional school, you will need to supply a transcript with grades from your study abroad experience.

International Programs
200 Tuttleman Learning Center
1809 N 13th Street
Philadelphia, PA 19122
T: 215-204-0720; F: 215-204-0729
study.abroad@temple.edu