



Tips for Obtaining Transfer of Credit for Study Aboard The Scholar Ship

So, you've decided to pursue a semester aboard The Scholar Ship! However, your university may have policies that place restrictions on transferring credits. Many universities prefer that their students participate in programs that are either run by their own faculty, or in programs provided by institutions with which the university has a formal agreement. If your university has policies as described above, there are likely paths you can take to ensure you receive credit for your studies abroad.

Following are some helpful guidelines on how to work with your institution to ensure the maximum benefit from your studies aboard The Scholar Ship.

FIRST: Check with all of the appropriate offices to clarify the policy of your institution. The university offices that usually handle transfer-credit issues include the Registrar, the Study Abroad office and/or Academic Advising. There may also be other departments, so be sure to ask.

If your institution accepts credits from other institutions on a course-by-course basis, find out who approves such a request and make an appointment with that person or department to discuss your prospective enrollment with The Scholar Ship. To make the most of this meeting, make sure to download and bring our [Subject Catalog](#), and syllabi for subjects (courses) in which you are interested. You can request syllabi be sent to your advisor by contacting the [Regional Office](#) in your area. Also, it will be useful to bring our [Contact Information](#), should you or a university official need to make an inquiry.

Your institution may allow credits from other institutions to count towards specific majors or minors. Check with the offices mentioned above to determine what the policy is for the degree you are pursuing.

If your institution requires that transcripts from foreign institutions be evaluated by an outside accredited evaluator, find out with which evaluation agency your institution works. Contact the agency now to ensure that you know what procedures you need to follow to have your transcript evaluated upon completion of your semester aboard The Scholar Ship.

You may be required to complete a "leave of absence" or "permission to study at another institution" form. When checking with the offices responsible for study abroad policy at your institution, make sure to ask about these forms and be sure to complete them before the required deadline.

Many institutions have a petition process that allows students to request a program be put on an approved list, either permanently or as a one-time offering for them and them alone.

Credits from other institutions may not count toward your GPA and may appear on your official transcript as a "T" for transfer credits. Be sure to clarify your institution's policies regarding GPA credits. Speak with your academic advisor about how The Scholar Ship coursework and credits will be counted.

If your institution permits transfer credit for other institutions, it may require you to make a minimum grade (for example: "C" or above) in each course for which you are requesting credit. Your institution may have other requirements for transfer of credit from other programs. Make sure to clarify these policies with your institution before committing a deposit.

REMEMBER: THE RULE HERE IS "KNOW BEFORE YOU GO."



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SECOND: Be sure to meet with the advisor in your Study Abroad office to discuss your plans. The Study Abroad office will advise you on how to complete all of the forms your institution may require of you. The office will also inform you of deadlines for submitting documents and of any fees you may be required to pay. If your Study Abroad Office will not assist you in the process because The Scholar Ship is not on their list of institutions whose transfer credit is accepted, check with your academic advisor about transfer credit and your bursar or financial services office about fees you might have to pay. Usually the Study Abroad Office will at least know who it is you will need to consult.

FINALLY: Some institutions do not allow students to take their full financial aid package with them to programs that are not on their approved list. You should contact the Study Abroad and Financial Aid Offices at your institution to inquire about the applicability of your financial aid to study aboard The Scholar Ship. If you are a U.S. student, you may be eligible to use the proceeds of your Title IV federal financial assistance to enroll in The Scholar Ship if your institution enters into a contractual agreement with The Scholar Ship, indicating that The Scholar Ship is a program of study that is approved for academic credit by your institution. The Scholar Ship will work with your institution to facilitate all required aspects of the process so that your institution remains in full compliance with applicable U.S. Federal Regulations. If you are eligible, you may also need to complete or amend your FAFSA form to better assess your eligibility for financial support.

We know that your experience with The Scholar Ship will be an exciting and rewarding achievement. By following these steps you will be able to successfully meet your institution's requirements for participating. We look forward to assisting you through this process and are available to answer any questions and to provide additional information to your institution.

A REMINDER: Macquarie University, ranked 67th in the 2005 Times Higher Education Supplement (UK) survey of world universities, has been designated by our Consortium of Academic Stewards to award academic credit and issue academic transcripts to students who successfully complete The Scholar Ship program. Macquarie University in Sydney, Australia, has a long and successful history of hosting students from around the world. Coursework delivered by Macquarie University is recognized by universities throughout the world, thus facilitating the transfer of credits to students' home universities.

THE SCHOLAR SHIP CONSORTIUM OF ACADEMIC STEWARDS

Macquarie University – <http://www.mq.edu.au>
Al Akhawayn University – <http://www.aui.ma>
Cardiff University – <http://www.cf.ac.uk>
Fudan University – <http://www.fudan.edu.cn>
Tecnológico de Monterrey – <http://www.itesm.mx>
University of California, Berkeley – <http://www.berkeley.edu>
University of Ghana – <http://www.ug.edu.gh>