



# SF STATE ABROAD

## Overseas Course Approval Form (MAJOR & MINOR): SF State Abroad Programs

Student's Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Department \_\_\_\_\_  
 Host University \_\_\_\_\_ Host Country \_\_\_\_\_ Term(s) Abroad \_\_\_\_\_

	Course Abroad (department number and full title)	SF State Course (department course number and full title)	SF State Units (#)	Units or Course Notes (see instructions)	Level	DPR Required Number/ Line Number	What degree requirement will this fill?	Department Signature
1				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
2				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
3				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
4				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
5				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
6				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
7				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
8				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			
9				<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input type="checkbox"/> Upper Div.			

I have read the Instructions on the back of this form, & I understand that it is my responsibility to ensure that this form is complete and accurate:  Yes  No

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Major/ Minor Advisor's Signature _____	Print Name _____	Date _____
Department. Chair's Signature _____	Print Name _____	Date _____

## Instructions for Students

One form per department. You may submit as many forms as you want. NOTE: This form should only be used by undergraduates seeking approval for major/minor coursework. For other General Education requirements please complete a separate form.

Step 1: Research the courses you would like to take abroad. This includes finding and printing course descriptions for all classes abroad.

- a) You should bring them with you when you meet your academic advisors.
- b) Note you must list all courses that you would like to take abroad and may list additional ones. Completing this form facilitates you receiving credit from abroad, but does not mean you actually took the course abroad. It is recommended to list more courses than you will actually take that include backup options.

Step 2: Complete the first three columns on the form: course abroad, SF State course, and SF State units.

- a) For all courses, it is important that you type out the entire course title and number. **Please type with your computer to complete this form.**
- b) Your advisor will complete the remaining columns with you.

Step 3: Schedule a time to meet with your academic advisor in the department.

### Sample:

Course Abroad (department number and full title)	SF State Course (department course number and full title)	SF State Units (#)	Units or Course Notes (see instructions)	Level	DPR Required Number/Line Number	What degree requirement will this fill?	Department Signature
Moving Image History (6 ECTS)	Cinema Major Elective OR CINE 211: Film History I (Units: 3)	3	<input type="checkbox"/> Combine # __ & __ <input type="checkbox"/> Extra Units Course <input type="checkbox"/> Other (write on back)	<input type="checkbox"/> Lower Div. <input checked="" type="checkbox"/> Upper Div.	R10074	Upper-division major elective units.	<i>John Smith</i>

\*You may list a specific course or approve the course as elective units towards a major/minor.

## Instructions for Faculty and Advisors

You are instrumental in enabling a student to study abroad. Your signature also confirms that you have reviewed the courses listed for the student listed and advised of department policies toward the work that will be completed on study abroad, which is in accordance with campus regulations for the degree and/or credential. For accuracy, all course titles and numbers must be typed completely as it will then be placed on the student's SF State academic record.

### Units or Course Notes (from the form):

SF State cannot issue fewer or additional units for an SF State course even when it is taken abroad for additional or fewer units. Therefore, the "Units or Course Notes" section adjusts for such differences. For example, if a student (with advisor approval) takes a course worth 4 ECTS units (2 SF State units), then another is needed to make up the additional one unit. Then, the "Combine # \_ & \_" option would be used to show where the missing unit is coming from. If the course is 10 ECTS (5 SF State units), then "Extra Units Course" is marked, then the extra 2 units will be added to the transcript as general study abroad elective units. If another possibility is arranged, then mark "Other" and explain on back.



**SF STATE ABROAD**

Please contact [studyabroad@sfsu.edu](mailto:studyabroad@sfsu.edu) in the Division of International Education at SF State if you have any questions.