



**SAN JOSÉ STATE
UNIVERSITY**

SJSU Certified Study Abroad Program

Academic Approval Form

(Please Type or Print Clearly)

Student's Name: _____ **Student ID#:** _____

Major: _____ **Minor:** _____

Name of Overseas Institution: _____ **Country:** _____

Type of Program: *SJSU Bilateral Program* *International Student Exchange Program (ISEP)*

Semester(s) in which you plan to study abroad (Sem./Yr.): _____

| Host Institution Course Title and Number (if available) in language of host country and English | SJSU Dept. and Course # Equivalent | Number of Units | Check appropriate boxes | Appropriate Advisor's Signature |
|--|---------------------------------------|--------------------|--|---------------------------------|
| ----- | | | Major Minor GE Elective <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | ----- Date: Print Name |
| ----- | | | Major Minor GE Elective <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | ----- Date: Print Name |
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| ----- | | | Major Minor GE Elective <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | ----- Date: Print Name |

I have read the instructions on the back of this form and I understand that it is my responsibility to ensure that this form is complete and accurate.

Student's Signature: _____ **Date:** _____

Major Department Chair's Signature*: _____ **Print Name:** _____ **Date:** _____

Minor Department Chair's Signature*: _____ **Print Name:** _____ **Date:** _____

Undergraduate Studies Signature for G.E.*: _____ **Print Name:** _____ **Date:** _____

* Signature represents that the student has been approved to enroll at the above mentioned host institution and the units completed abroad will count as "resident credit" towards the student's SJSU degree requirements as indicated above.

Study Abroad Coordinator's Signature: _____ **Print Name:** _____ **Date:** _____

Notes for Faculty and Students

Example for completing this form:

| Host Institution Course Title (and number, if available) in language of host country and English | SJSU Dept. and Course # Equivalent | Number of Units | Check appropriate boxes | Appropriate Advisor's Signature |
|--|------------------------------------|-----------------|---|---|
| <i>Español Intermedio</i> ----- <i>Intermediate Spanish</i> | <i>SPAN 25A</i> | <i>5</i> | Major Minor GE Elective <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <i>Signature</i> -----Date Print Name |

- All coursework completed on SJSU certified Study Abroad programs is considered “resident credit” and can be pre-approved by the appropriate academic department prior to participation in the program. (Students who participate in independent, non-certified programs should not use this form because that coursework is considered “transfer credit” and cannot be pre-approved. After completion of the independent program, students should take their official transcript to Enrollment and Academic Services to be evaluated according to normal transfer of credit procedures.)
- All courses taken abroad must be listed on this form with an equivalent SJSU dept. and course number, units and the purpose of the course (major/minor/G.E./elective). Even if a course does not meet any graduation requirements, or if it is combined with other courses to meet one requirement, all units must be included on this form.
- This form must be signed by department Chairs or their designated Academic advisor(s). They can be flexible in their interpretation of course equivalencies as long a majority of the course content is similar. Academic advisors can approve any courses that will meet their department’s course requirements. Electives that do not meet major or minor requirements must be approved by the appropriate department for that class (i.e. an academic advisor in the Art Dept. could not approve a business course, and vice versa).
- If no similar course exists at SJSU, it should be numbered on this form as 92 (lower division), 192 (upper division) or 292 (graduate) (with the approval of the appropriate department). For example: Beginning Swahili language = FORL 092; History of the European Union = HIST 192; Japanese Business Practices = BUS 192. Study Abroad courses that are a different number of units than their SJSU equivalent can also be numbered 92/192/292.
- Students who wish to use Study Abroad coursework to meet lower division General Education or advanced G.E. (SJSU Studies) requirements should get this form signed by the Associate Dean of Undergraduate Studies.
- Advisors should make sure that course equivalencies listed on this form were active during the term the student studied abroad. If the course did not exist in the system during that term, the course can also be posted as a 92/192/292.
- All students must get their Major Department Chair to sign this form at the bottom. Students only need to get their Minor Department Chair to sign if they took courses that will count towards the minor.

Notes for Students

List the host institution courses in which you would like to enroll. It is recommended that you identify five to six courses per semester that you plan to be abroad. You will need alternate choices in case a course is not offered that particular term or if you do not have the appropriate prerequisites. When you take this form to your academic advisor, be prepared to show them complete course descriptions (when available). Do not assume that they already have this information.

Upon arrival at the host institution, and after actual enrollment in courses, if there are any changes to the approved courses listed on this form, it is your responsibility to complete a new Academic Approval Form, obtain the appropriate signatures, and send the updated form to the Study Abroad Office.

After you complete all the required coursework and exams, and pay any outstanding debts owed to the host institution, the host institution will mail an official transcript to the SJSU Study Abroad Office (usually 1 – 2 months after completion of the term). If your semester abroad completes your requirements for SJSU and you are applying for graduation, ask the Coordinator of the host institution to send your transcripts as soon as possible. The Study Abroad Coordinator will attach this Academic Approval Form to the transcript and forward it to Undergraduate Studies and Enrollment and Academic Services. All courses are considered “resident credit” and will be posted on your SJSU records with SJSU course equivalencies and units, as well as U.S. grades. There will also be a notation of the university and country in which you studied.

The courses signed off on this form are for your current degree program. If you change your degree objective or add a minor or second major, you will need to confirm that the new degree program will also approve these equivalencies.

If this form is incomplete or filled out incorrectly, it is your responsibility to make the appropriate corrections. The host institution coursework cannot be posted on your SJSU records until this form is complete and accurate.

All questions and completed forms should be directed to: Dave Rudel, Study Abroad Coordinator
 Study Abroad Office, International Programs and Services
 San José State University
 One Washington Square
 San José, CA 95192-0221

Tel: 408-924-5897 (or x5931)

Email: dave.rudel@sjsu.edu