# Note to Advisors:
Advisors should only sign for the academic requirements they have authority to approve (see other side for details). By signing below, you are indicating the course(s) listed below can be used to complete the student’s degree requirements as specified on this form. Formal course evaluation for OSU equivalencies will be completed by the International Programs office and the appropriate department chair or designee once the course syllabi are available either during or after the study abroad program.

## Course number & title at host institution

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<tr>
<th>Course number &amp; title at host institution</th>
<th># of Credits Abroad</th>
<th>Fulfills requirements (check all that apply)</th>
<th>Specific requirement(s) fulfilled (if applicable, e.g. Western Culture, lab course, WIC, pre-1800 literature, etc)</th>
<th>Department Signature (Please include both signature and printed name)</th>
<th>Check(✓) if syllabus req’d for approval</th>
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Student signature ______________________ Date ______________ Study Abroad Advisor signature ______________________ Date ________________

Submit completed form to 444 Snell Hall. Submit a copy (both sides) to your academic advisor. Keep a copy (both sides) for your records.
Oregon State University International Programs

Academic Planning for Study Abroad

Personal Information (to be completed by student):

Name: _____________________________________________ ___________________________ OSU ID #: ____________________________________________

Email: _________________________________________ Current Standing: □ Freshman □ Sophomore □ Junior □ Senior □ Postbac □ Grad

Last, First M) Major(s)/Option(s): _______________________________ ____________ Minor(s): ________________________ __ Expected graduation date: _______________

Host Institution Information (to be completed by study abroad advisor):

Host Institution Name: ____________________________ ________ Country: ______________________ Year: __________________

Program Duration: □ Semester □ Quarter □ Summer □ Fall □ Winter □ Spring

OSU terms enrolled: □ Summer □ Fall □ Winter □ Spring

(Check all that apply)

Program Sponsor: □ Oregon University System □ NCSA/AHA Int’l □ OSU (College/Dept):________________________

□ CIEE □ API □ IFSA-Butler □ SIT □ SFS □ AUIP

Host Institution website: _________________________ __________ Credit conversion rate (if established): ________________________

Special Notes: ____________________________________________________________

___________________________________________________

___________________________________________________

___________________________________________________

Study Abroad Advisor:  ____________________________ ________________ (Print name) (Email – ONID account)

PLEASE READ THE FOLLOWING CAREFULLY

Thorough academic planning prior to studying abroad will help you make informed decisions about which courses to take while abroad and provide you with a record of how these courses will fit into your degree program.

Instructions:

1. Using your major checklist, determine what degree requirements you need to fulfill.

2. Research course offerings for your study abroad program. Identify courses you would like to take and several alternates.

3. On a separate sheet, draft a list of course choices and what requirements you would like to fulfill with each. Specify areas of the major, Baccalaureate Core or other requirements that you would like to be fulfilled.

4. Schedule appointments with your academic advisors to discuss your list of courses. You may need to meet with more than one advisor depending on the types of requirements you are attempting to complete (see the chart below). Take your list of courses choices and this form to the appointment. If available, take syllabi, catalog descriptions or other helpful information you may have about the courses you wish to take.

   If you want to fulfill:

   Meet with:

   Major requirements
   □ Major department advisor
   Minor requirements
   □ Minor department advisor
   Baccalaureate Core
   □ College head advisor
   Foreign language requirements
   □ Foreign language department

5. Once you have met with your advisors and finalized your list of course choices and alternates, list them on this form and have the advisors sign the form for the courses they are approving. Once the form is completed, you will also sign it at the bottom. Leave a copy with your advisor for your advising file.

6. Turn in the completed form to your study abroad advisor in 444 Snell Hall. Once your transcript is received following the program, your study abroad advisor will work with you and the appropriate department chair to obtain OSU course numbers for the courses you take abroad. You will work with your advisor(s) to apply those courses to your degree plan as outlined on this form.

Submit completed form to 444 Snell Hall. Submit a copy (both sides) to your academic advisor. Keep a copy (both sides) for your records.