



Study Abroad Course Approval Form

Completed Forms should be submitted to: **Study Abroad Office**, Corpus Christi Hall, Room 115

Name:		Student A#:		
Email Address:		Host Institution:		
Program Academic Year: 20 - 20 Term: Summer Fall Spring	Program Type: <input type="checkbox"/> TAMU-CC Faculty Led: <input type="checkbox"/> TAMU-CC Exchange: <input type="checkbox"/> Provider:		TAMUCC Approved Program: <input type="checkbox"/> Yes <input type="checkbox"/> No	
COMPLETE THE FOLLOWING SECTIONS PRIOR TO DEPARTURE:				Admissions section to be completed upon return
Host Institution Course Information:		TAMUCC Course Approval Information:		
Course Number	Course Title	TAMUCC Course Equivalent	Dept. Chair Credit Approval	Admissions & Records/Transcript
Agreements/Acknowledgements:				
<ul style="list-style-type: none"> • Admissions & Records Office at Texas A&M University-Corpus Christi <u>must</u> approve credit received through U.S. Institutions or foreign universities as one recognized by the governing body in the home country (if a foreign university). Without all the proper approved signatures, this course approval form is not complete. • I understand that I must furnish an Official Transcripts (from the Host Institution or U.S. Institutional School of Record) reflecting the successful completion of the course(s) and understand that these credits might not apply directly to the requirements of my degree plan. <ul style="list-style-type: none"> ○ Foreign Institution Transcripts: All transcripts issued by the host (foreign) institution must be an Official Transcript issued directly by the host institution's Registrar, indicating courses, credits, and grades as awarded at the host institution. <ul style="list-style-type: none"> ▪ NOTE: Students may be asked to obtain a foreign transcript evaluation to accompany foreign institution transcripts prior to submitting official program transcripts to the TAMUCC Admissions office for proper credit transfer. ○ U.S. Institution Transcripts: All transcripts issued by a U.S. Institution or U.S. School of Record, must be an Official Transcript issued directly by the U.S. Institution's Registrar, indicating courses, credits, and grades as awarded at the particular U.S. Institution. • I, the undersigned, do hereby state that I have read the above comments, recommendations, or additional requirements and fully understand that I must satisfactorily complete the above to receive the Independent Study Credit. 				
Student Signature:			Date:	
TAMUCC Academic Advisor Name & Department:				

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TAMUCC Academic Advisor Signature:

Date:

Course Approval Form Instructions

TAMUCC students who are participating in non-faculty led programs are required to obtain course approval for all courses that they intend to take while abroad. In order to receive academic credit for your program, students must 1) obtain the proper course approvals for their intended courses of study while abroad, and 2) ensure that official transcripts from their programs are submitted to the TAMUCC Recruitment & Admissions office after their program is completed.

1. **Meet with your Academic Advisor** to discuss plans for studying abroad and discuss any potential academic issues or concerns related to participation in the study abroad program. Students should also identify target courses for their study abroad program to ensure students remain on track with their degree plan.
2. **Review course catalogs/course listings for study abroad program/host institution.** Identify courses that you would like to take and collect as much course information that you can about these select courses. Students will need to review their course selections with Academic Advisors, Department Chairs, and Academic Deans in order to obtain approvals.
3. **Complete the Course Approval Form.** It is recommended that students obtain approval for both preferred courses and alternate courses for their study abroad program. As classes are never guaranteed for study abroad programs, students should ensure they have alternate courses listed in the event that preferred courses are no longer offered by the host institution.
4. **Obtain signature/approval from your Academic Advisor** to ensure that you both are aware of how the courses may count towards your degree plan.
5. **Obtain signature/approval from Depart Chairs** to ensure that the course can be transferred back within the specific department. Department Chairs should assist with providing TAMUCC Course Equivalencies within their particular department and provide approval for the course equivalency/transfer.
6. **Scan and email a copy of the completed approval form to the Office of International Education/Study Abroad** at: Study.Abroad@tamucc.edu
7. **Students should keep the original** for their own record keeping and use while overseas, or to submit to the TAMUCC Office of Recruitment & Admissions after their program is complete.

Students, please check with your program to see who will issue your official transcripts at the end of your program. Students should work with their host institution/study abroad provider and request that all their official transcripts from their program be sent directly to:

**Office of Recruitment & Admissions
Texas A&M University – Corpus Christi
6300 Ocean Drive, Unite 5774
Corpus Christi, TX 78412-5774**

Transcripts issued by a Host Institution Transcript vs. U.S. Institutional School or Record?

Host Institution Transcript: Your host institution's Registrar office will issue the official document which lists courses, grades, and credits as awarded at the host institution*.

U.S. Institutional School of Record: Your coursework, grades, and credits are being awarded by a U.S. Institution acting as the School of Record for a study abroad program or host institution. The U.S. Institution's Registrar office will issue the official transcript. Courses, grades, and credits are listed as awarded at the U.S. institution rather than the host institution.

*Please check with the Office of Recruitment & Admissions to see if you will need to provide an official Foreign Transcript Evaluation along with your official program transcripts if the transcripts are being issued by the host institution.