

Instructions

WVU students participating in a semester or full-year Education Abroad program for transient credit are required to enroll in coursework equivalent to full-time at WVU while at the host institution. Courses will be transferred to WVU according to WVU transient credit policies found within the WVU Course Catalog (<http://catalog.wvu.edu>)

This worksheet must be completed and returned to Education Abroad before receiving nomination from WVU. This worksheet should be used to determine a student's academic needs and how they can be met at the partner institution. Course listings can be found online for your host institution through their course catalog. WVU course equivalencies will be determined through the [transient credit process/TESS system](#) by academic units responsible for course subject area. Credit hour conversions for each international system can be found for each host institution on the WVU Abroad program website or by contacting Education Abroad (educationabroad@mail.wvu.edu). Education Abroad can assist you with navigating these websites or any questions you may have regarding your program.

Incomplete or inaccurate worksheets will be returned to the student and academic advisor with information clarifying these details. **Nomination will not be approved until a complete and accurate form is finalized.** Nomination may be refused if academic progress cannot be guaranteed. Education Abroad staff will work with WVU students to find an alternative program that meets the student's academic needs.

This worksheet is intended to provide guidance to students and Education Abroad staff about a student's academic needs. **Please use the notes section to indicate any flexibility, limitations, or requirements a student has for the semester program. Examples include:**

- Student needs a 300-level course in a specific subject but it does not need a direct equivalent – SUBJ 3TC can be accepted
- Student is not permitted to take capstone in transient.
- Student can take any course that meets GEF #.
- Student must have SUBJ #### - alternatives will not be accepted.

Education Abroad has access to Degreeworks for review purposes only. It is recommended that academic advisors document conversations regarding study abroad plans in the notes section.

Students should contact the WVU Hub to discuss their personal Financial Aid package including academic requirements for eligibility such as minimum course registration requirements. (financialaid.wvu.edu/applying-for-aid/abroad)

This form is not a confirmation of course registration or guarantee coursework is available at the partner institution.

For assistance, please contact: educationabroad@mail.wvu.edu

WVU Education Abroad – Course Selection Worksheet

Student _____ WVU ID _____ Major _____
 Host Institution _____ Semester, Year _____

Preferred Courses – Please select a minimum equivalent of 15 WVU credit hours.

Course Selection	# of credit hours	Anticipated WVU Equivalent (SUB ###)	WVU Credit Hours

Notes:

Alternative Course Options – Preferred courses are not guaranteed, please list alternative options below.

Course Selection	# of credit hours	Anticipated WVU Equivalent (SUBJ ###)	WVU Credit Hours

Notes:

By signing below, the student acknowledges that they have discussed the proposed program of study with the appropriate faculty and academic advisors. The student understands that course prerequisites at the host institution must be met and that course registration at the host institution is based on availability of offerings and cannot be guaranteed.

Student Signature _____
 Academic Advisor (Print Name) _____
 Academic Advisor Signature _____

Date _____
 Major _____
 Date _____