California State University, Los Angeles

International Office

Advising Agreement

Student's Name _____ Student I.D. _____

Major _____ Expected Date of Graduation _____

Time Period of Exchange _____

Status During Exchange ___ sophomore ___ junior ___senior ___ graduate ___other_____

Host Institution _____

Calendar at Host Institution ___ semester ___quarter

This form must be completed, signed, and returned to the Study Abroad Advisor prior to study abroad.

Work taken on a U.S. accredited independent study abroad program will be recorded on your CSULA transcript in the following manner:

as transfer credit and calculated in your overall GPA, but not your CSULA GPA

* One semester unit is equal to one and one-half quarter units. See the University Catalog for more details.

To the Student

On the reverse side of this page, list the department, number, title, and credit hours for each course you plan to take at the host institution as described in the host college catalog. You should **select at least twice as many courses** as you plan to take abroad and list courses for the entire period of your exchange rather than for just your first term. **For each course selected, attach a copy of the host institution's course description.** With the help of your academic advisor, indicate how each course will be accepted (e.g., major requirement, major elective, elective, general education requirement). If the course will replace a major course, indicate the course that will be replaced. Secure the signatures of your advisor and other individuals as directed by the Study Abroad Advisor. Sign the form and return it to International Programs and Services prior to commencing the study abroad program.

Note: Upon your return you are required to submit an official transcript to the International Office and course substitution forms must be submitted for individual courses in order to finalize this process.

Required Approvals

Academic Advisor

_____ _____ _____

printed name & title *signature* *date*

General Education Advisor *(if taking GE courses)*

_____ _____ _____

printed name & title *signature* *date*

Student _____ date _____

Study Abroad Advisor _____ date _____

A final copy of this signed agreement will be given to the student. A copy will be kept in the International Office and in the student's permanent file in the Records Office.

Student's Name _____

COURSES FROM HOST CAMPUS CATALOG		APPLICATION TO HOME CAMPUS ACADEMIC RECORD						
Host Dept. Course Number	Title	Major Require-ment	Major Elective	Elective	General Ed.	Host Credit Hours	Home Credit Hours	Appr-over's Initials
Example *HIS 241*	*History of the American West: Part I*		*X*			*3.0*	*4.5*	

Comments: _____

_____

A final copy of this signed agreement will be given to the student. A copy will be kept in the International Office and in the student's permanent file in the Records Office.