

Office of Advising and Evaluations
5500 Campanile Drive SSW 1551
San Diego, CA 92182 –7416
Tel: (619) 594-6668
Fax: (619) 594-4902
www.sdsu.edu/advising



**SAN DIEGO STATE
UNIVERSITY**

College of Business Administration
Business Advising Center- CBAAbroad Programs
San Diego State University
5500 Campanile Drive - BA 448
San Diego, CA 92182-7748
Tel: (619) 594-3902 Fax: (619) 594-7046
cbabroad@rohan.sdsu.edu
www.sdsu.edu/cbabroad

SDSU STUDY ABROAD ACADEMIC APPROVAL FORM

In order to assist you in your efforts to obtain appropriate advising and credit for SDSU-sponsored Study Abroad Programs, we ask that you sign this form indicating that you have met with the appropriate advisers and will communicate directly with them should there be any change in your planned course of study. Please return this form to the CBAAbroad Office at the Business Advising Center.

Part A. Personal Data

Student Name (please print):

Student RedID:

Department/Major:

Country of study abroad experience:

SDSU Term(s) Abroad: Fall 20 Spring 20 Summer 20

Phone Number:

E-mail:

OVERSEAS or U.S. University where transcript will be issued:

Study Abroad Program Provider (independent or non-SDSU programs only, e.g. ISA, AIFS, etc.):

I certify that I will inform my academic adviser/appropriate faculty member (via e-mail or fax) if the agreed upon coursework is not available at the time of exchange and that I will present him/her with additional coursework options so that I may be advised appropriately.

Signature of Student: _____ Date: _____

Part B. Important Information

1. Please bring the following documents to your academic advisers: unofficial copy of SDSU transcript, copy of degree evaluation from WebPortal, course descriptions from overseas program, name of school issuing transcript from abroad.
2. All approvals are pending until SDSU receives the sealed official transcript issued by the institution attended. All records or transcripts received by the university become the property of the university and will not be released nor will copies be made.
3. Course numbers, title of course, and the institution attended must match the pre-approved courses listed in Part C (see below) to receive appropriate credit.
4. If the courses you take during your Study Abroad experience are different from the ones listed in Part C, you will need to submit a Request for Adjustment of Academic Requirement (RAAR) form when you return to SDSU.
5. International courses must have departmental approval to meet the following requirements: General Education: Explorations, preparation for major, major and minor requirements. Additionally, language courses other than English require departmental approval to receive credit.
6. Please be aware that completing your Study Abroad experience during your last semester at SDSU may delay the posting of your graduation since international transcripts take longer to arrive at SDSU.
7. If you have general questions regarding your study abroad program, please contact the Education Abroad Office. Academic questions regarding study abroad should be directed to an international adviser in the Office of Advising and Evaluations.
8. Courses used to complete General Education Explorations may not be taken sooner than the semester in which you receive upper division standing (60 units passed). Nine (9) units in general education courses must be completed in residence at SDSU. Residence credit will be awarded for courses taken through an SDSU sponsored program (including ISEP Exchange, SDSU Exchange and CSU-IP).

Student Name:

Institution:

Student RedID:

Part C. Appropriate Signature(s)

Please obtain signatures including the date signed in the following order:

1. International Adviser (Office of Advising & Evaluations, Student Services West, Room 1551)

Signature: _____ Date: _____

Adviser Comments

List below, in order of your preference, host institution courses in which you would like to enroll. It is recommended that you identify more than five courses since there is a slight chance that not all courses will be available during your program or will require prerequisites that you do not have. **You are required to provide your academic advisers/faculty members with complete course descriptions and a copy of your unofficial degree evaluation.**

2. General Education/Electives

Abroad Course Title and Number (if available)	Number of Units	GE Requirement Satisfied
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General Education Adviser

Signature: _____ Date: _____

For General Education: Explorations – Bonnie Anderson Assistant Dean of Undergraduate Studies
(Undergraduate Studies Office, back side of Administration Building, Room 101)
Only required if you need General Education: Explorations approved

Signature: _____ Date: _____

For General Education: Lower Division – International Adviser (Student Services West, Room 1551)
A signature is not required if you are only listing elective units.

3. Major/Minor (only required if you need major and/or minor courses approved)

Abroad Course Title and Number (if available)	SDSU Equivalence and Number (if available)	Number of Units	Major/Minor Requirement Satisfied
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Major/Minor Adviser

Signature: _____ Date: _____

4. Major Department Chair or Designee: _____ **Date:** _____

Return completed form to the CBAbroad Office at the Business Advising Center.