



**SAN DIEGO STATE  
UNIVERSITY**

**Division of Graduate Affairs**  
5500 Campanile Drive  
San Diego, CA 92182-8020  
Tel: (619) 594-5213  
Fax: (619) 594-0189

**Education Abroad Office**  
5500 Campanile Drive  
San Diego, CA 92182-5101  
Tel: (619) 594-1982  
Fax: (619) 594-6805  
[www.sdsu.edu/studyabroad](http://www.sdsu.edu/studyabroad)

**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 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 Education Abroad Office at the International Student Center.

**Part A. Personal Data**

Student Name (please print): \_\_\_\_\_ Student RED ID: \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_  
Graduate Program: \_\_\_\_\_ Country of study abroad experience: \_\_\_\_\_  
SDSU Term(s) Abroad:  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_  
Tel. Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Name of institution issuing official transcript: \_\_\_\_\_

**Part B. Important Information**

- 1) All approvals are pending until SDSU receives the sealed official transcript issued by the institution attended.
- 2) 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.
- 3) International courses must have departmental and Graduate Division approval to meet the following requirements. University must be certified as legitimate by the International Student Center. Graduate advisor must certify and request use of course work to meet program requirements through submission of a request for a petition for adjustment of academic requirements for an advanced degree. Course content must be equivalent to SDSU course, if the unit value is not equivalent provisions must be made to complete sufficient extra course work to cover unit deficiency. Rules related to acceptable number of transfer units will be adhered to (i.e. in a 30 unit program no more than 9 units of total transfer work is acceptable). Only grades of C or higher will be accepted to meet requirements.
- 4) 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.
- 5) If you have general questions regarding your study abroad program, please contact the Education Abroad Office. However, academic questions regarding your study abroad program should be referred to your graduate advisor.

**Part C. Appropriate Signature(s)**

Please obtain signatures on the next page in appropriate order prior to submitting completed form to Graduate Division.

# Petition to Approve International Transfer Course Work at the Graduate Level

---

(Student) Print

Course number & title*	Units earned
1.	
2.	
3.	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

## (Department)

(Example: COMM 503, 3 units)

1. Transfer work is fulfilling SDSU equivalent: _____, _____ units <input type="checkbox"/> Core requirement <input type="checkbox"/> Concentration Specialization <input type="checkbox"/> Elective (Please Check One option)
2. Transfer work is fulfilling SDSU equivalent: _____, _____ units <input type="checkbox"/> Core requirement <input type="checkbox"/> Concentration Specialization <input type="checkbox"/> Elective (Please Check One option)
3. Transfer work is fulfilling SDSU equivalent: _____, _____ units <input type="checkbox"/> Core requirement <input type="checkbox"/> Concentration Specialization <input type="checkbox"/> Elective (Please Check One option)

\_\_\_\_\_  
Graduate Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
College of Business Students Only-  
Teresa Donahue

\_\_\_\_\_  
Date

---

## (International Student Center)

- International Student Center MUST verify the legitimacy of Institution and whether courses were taken on the equivalent of a semester or quarter basis.

Semester system       Quarter system

\_\_\_\_\_  
Director of International Student Center

\_\_\_\_\_  
Date

---

## (Graduate Division)

Approve       Denied

\_\_\_\_\_  
Associate Dean, Division of Graduate Affairs

\_\_\_\_\_  
Date

\* If more than 3 courses will be taken complete another petition to approve international transfer course work at the graduate level must be completed.