Instructions to Complete the TC07 Online Form

To start the TC07 form, please gather the following information:

- All courses you may want to take abroad for credit
- What type of credit you wish to earn (major/minor, general university credit, or general elective credit)
- Contact hours (the number of hours you’ll be in class; normally this is found on the syllabus or by contacting the program)
- Credit hours (the number of credits of the course; also usually found on the syllabus but contact the program if you don’t know)
- A syllabus for each course

Please follow the below steps:

**Step 1:** Follow the link to the Petition for Study Abroad Summer School Transfer Credit (TC07) form. You’ll see this screen. Please read over the information and click Begin. **You will complete this form for each course you may take while abroad.**
Step 2: Fill in your basic information.
Step 3: Fill in your course information (one course at a time). If you don’t know some of the information on this page, please contact your program before proceeding. Choose whether you want the course to count for your major, minor, general university requirements, or just general elective credit. If you would like to course to count for both a major/minor requirement AND a general university requirement, you will need to complete the form twice.
If you want major/minor credit...

**Step 4:** Select whether you want elective credit within your major/minor or for the course to fulfill a specific requirement. Upload a copy of the current syllabus (if your program does not yet have a current syllabus, you will need to provide a current one once available).

If you want to fulfill a general university requirement....

**Step 4:** Upload a copy of the current syllabus (if your program does not yet have a current syllabus, you will need to provide a current one once available).
If you only want to receive general elective credit (the course will not count toward a major/minor or fulfill a general university requirement):

**Step 4:** Upload a copy of the current syllabus (if your program does not yet have a current syllabus, you will need to provide a current one once available).

**Step 5:** Read over the information, agree, and hit submit. You will receive an e-mail acknowledging your submission.
Next steps:

*If you are requesting major/minor credit*....

Your Study Abroad Faculty Liaison will receive your request and either approve or deny your course. You will receive an e-mail with this decision. Their decision should be made by the summer study abroad deadline so please submit the form with enough time for them to review your course proposal.

*If you are requesting general university requirements or general elective credit*...

The Office of Study Abroad will receive your request and either approve or deny your course. You will receive an e-mail with this decision. This decision may be made after the summer study abroad deadline.

Your summer study abroad decision letter will provide a summary of the courses that you have been approved to take while abroad and any follow-up you need to take.