Transfer of Study Abroad Credit

The following instructions guide you through the process to transfer the credit that you earned abroad toward your Brandeis University degree.

1. You must have an official transcript from your program or university sent to the following address:
   Brandeis University, Office of Study Abroad, 415 South St. MS 073/Usdan 169, Waltham, MA 02454-9110.

   Check with your program to ensure a transcript will be sent and/or fill out any necessary paperwork. You will receive an email from our office when your transcript arrives. Fall transcripts often arrive January-March and spring transcripts typically arrive June-September.

2. You must fill out an online program evaluation with StudyAbroad101.com. To access the evaluation, follow the instructions you received in the e-mail from StudyAbroad101.com or create an account at StudyAbroad101.com. Use your Brandeis email address to create your account or your evaluation may not be processed by the Brandeis Office of Study Abroad. Please note that your credit will not be processed until we receive your program evaluation.

3. If you are seeking credit for General University Requirements, such as School of Creative Arts or Non-Western requirements, please complete the Online Petition to Request Substitution for a Requirement.

4. If applicable to your experience, submit information on your internship, practicum, or research through the survey link in the Material Submission called “Internship, Practicum, Research Project and Volunteering Questionnaire Received.” This questionnaire will not show for everyone, only for relevant programs.

5. The Office of Study Abroad will then process your study abroad transfer credit with the Office of the Registrar. Please allow about a week, longer during peak times, for your credit to be processed.

6. Your credit will appear on your Brandeis University record in sage and also on your official transcript.

   Note that numeric credit for your study abroad semester is actually awarded for the Brandeis course: OFFC 100 (Off-Campus Study). See an example below. If you received a C- or better in each of your courses and enrolled in a full course load abroad, you are awarded the equivalent of a regular semester load of credit at Brandeis, which is 16 credits.

   To view the credits in sage, go to the “Student Center” and click on the “Degree Audit” under “Academics”.

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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>OFFC 100</td>
<td>Off Campus Study</td>
<td>CR</td>
<td>Van Der Meid, Scott</td>
<td>16.00</td>
<td></td>
</tr>
</tbody>
</table>
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To view the credits in sage, go to the “Student Center” and click on the “Degree Audit” under “Academics”.
The courses you took abroad will appear on your transcript with only the department code listed.

In sage, under the "Transfer Courses" tab in the "Transfer Course History" section of your Degree Audit, you and your advisors can view the subject codes that will appear on your official transcript:

![Sage Degree Audit interface](image)

To view the actual course titles as they appeared on your study abroad program or university transcript, you and your advisors may click on the "Transfer Source" tab in the "Transfer Course History" section of the sage Degree Audit (see example below). Please note that the actual course titles will not appear on your Brandeis transcript; they can only be viewed in sage.

![Sage Degree Audit interface](image)

7. You will receive a copy of the credit that was transferred in your campus mailbox from the Office of Study Abroad along with a photocopy of your off-campus transcript.

8. Receiving Major and Minor Credit

Once the previous steps are complete, you will now be able to submit requests for courses abroad to count towards majors or minors. These steps for all departments/programs (except for Politics*) are as follows

1. Complete an Online Petition to Request Substitution for a Requirement for each department where you are seeking credit approval.

2. If needed, meet with the Study Abroad Faculty Liaison to discuss the courses taken abroad and how they may count towards your major/minor at Brandeis.

3. Your Faculty Liaisons will receive a request via e-mail and once they’ve been able to review the coursework they will approve or not approve the courses.

*Please note that if you are requesting credit from the Politics Department, you should first schedule an appointment with the department’s Study Abroad Faculty Liaison and then complete a paper version of the Petition for Major/Minor Transfer Credit (TC03) form.