

Transfer of Study Abroad Credit

Upon return to Brandeis it is essential that you transfer the credit you earned abroad, otherwise your work overseas will not count towards a Brandeis University degree. The following steps are necessary to complete this task:

1. You must have an official transcript from your program or university sent to the Office of Study Abroad. Check with your program to ensure a transcript will be sent and/ or fill out any necessary paperwork.

2. You must turn in a program evaluation (Form EV) to the Office of Study Abroad.

3. You may check the status of the transcript and evaluation in sage:

Home > SA Self Service > Personal Portfolio > Home > To Do List

The status indicator for your Evaluation (OFCEVL) or your Transcript (OFTRN) in will be “Completed” if we have received and processed that item. The status indicators default to “Initiated”, so any item on the list that has a status indicator of “Initiated” has not been received or processed.

4. If you wish to use a course abroad to fulfill a general university requirement (Intensive Writing, Quantitative Reasoning, Foreign Language, Non-Western, or School Distribution), you must email the request to the Director of Study Abroad. Be sure to include the Department, Course Title, Course Number, a course description or syllabus and indicate which requirement you wish to fulfill.

5. Once your Transcript and Evaluation have been received, the Office of Study Abroad will process your study abroad transfer credit with the Registrar's Office.

The item labeled “Processing” (OFCPRC) in your sage To Do List will be marked “Completed” if we have sent your paperwork to the registrar to be processed.

6. Your credits for study abroad will appear on your Brandeis University record in sage (see an example on the next page) and also on your official transcript. Please note that numeric credit for your study abroad semester is actually awarded for the Brandeis course: OFFC 100 (Off-Campus Study). 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, i.e. 16.

Note that your credit transfer will only be complete, and you will only see 16 units of credit for OFFC 100 when the item labeled “Posted” (OFCPST) in your To Do List is marked as “Completed”. This item is completed once we receive your paperwork back from the registrar.

Undergraduate Degree Audit Report

Warning: Student records are private. The student information you are accessing is protected under The Family Educational Rights and Privacy Act (FERPA). This information is only for the use of the individual student (for his/her records alone), designated academic advisors, and other Brandeis University officials with legitimate educational interests. All other access, use, distribution, or release of these records is prohibited.

Student Info	
ID Number:	Mailbox:
Name:	Email I
Preferred Name:	Telephone:

Repeated courses which are excluded from credit and GPA calculations are noted with an "R" to the right of the units column.

Brandeis Course History				
Term: Fall Semester 2005				
Course	Title	Grade	Instructor	Units
OFFC 100	Off Campus Study	CR	Van Der Meid,Scott	16.00
Term GPA:				

The courses you took abroad will appear on your transcript *with subject titles only*. In sage, under the "Transfer Courses" tab in the "Transfer Course History" section of your Progress Report, you (and your advisors) can view the subject codes that will appear on your official transcript (example below):

Undergraduate Degree Audit Report

Last Updated: 10/11/07 4:30:46AM

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Student Info	
ID Number: [REDACTED]	Mailbox: [REDACTED]
Name: [REDACTED]	Email ID: [REDACTED]
Preferred Name:	Telephone: [REDACTED]

Transfer Course History				
Source Institution: Sweet Briar/ Paris		Articulation Term: 1071		
Transfer Credit Applied To: General University Requirements				
Transfer Courses		Transfer Source		
Brandeis Course	Title	Units	Grade Req Code	
1 FREN BRG005	French - CC	0.00	CR	
2 IGS BRG002	Univ Requirement - CC	0.00	CR	
3 FA BRG001	Univ Requirement - CA	0.00	CR CA	
4 HIST BRG002	Univ Requirement - CC	0.00	CR	
5 PE BRG001	Univ Requirement - PE-1	0.00	CR PE-1	
Units Earned: 0.00				

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.***

Transfer Course History		
Source Institution: Sweet Briar/ Paris		Articulation Term: 1071
Transfer Credit Applied To: General University Requirements		
Transfer Courses		Transfer Source
Source Institution	Source Course	Title
1 Sweet Briar/ Paris	FRLG 1	Advanced Composition
2 Sweet Briar/ Paris	INRE 1	France and Europe
3 Sweet Briar/ Paris	ARTH 1	Impressionism
4 Sweet Briar/ Paris	HIST 1	Pol/Soc Life in 20th C France
5 Sweet Briar/ Paris	DANC 1	Advanced Tap
Units Earned: 0.00		

7. You will receive a copy of the credit that was transferred in your local mailbox from the Office of Study Abroad along with a photocopy of your overseas transcript. For each major/ minor declared in sage, the Study Abroad Faculty Liaison will also be mailed a copy of your credit evaluation and overseas transcript.

8. Meet with the Study Abroad Faculty Liaison(s) to assign department credit for majors or minors. You should download and complete a Petition for Major/ Minor Transfer Credit (TC03) for each department where you are seeking credit approval. After filling out the form and gathering the necessary paperwork, please make an appointment to meet with the Liaison.