

# OVERSEAS ENROLLMENT AND COURSE EQUIVALENTS REPORT FORM

**SEND THIS FORM TO UALBANY FROM OVERSEAS AFTER YOU HAVE REGISTERED FOR CLASSES!!!**

**All students are required to complete columns A, B, C, D and E below and the affidavit on the second page of this form. Submit this form to UAlbany by the fourth week of each term. See instructions below.**

Student's name \_\_\_\_\_ Overseas University \_\_\_\_\_  
 Student's ID number \_\_\_\_\_ Which semester/year?  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_  Winter 20\_\_\_\_  
 Home campus:  UAlbany  other Administering SUNY campus: \_\_\_\_\_  
 Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Academic Adviser(s): (name and department) \_\_\_\_\_

STUDENTS: COMPLETE A THROUGH E				
A	B	C	D	E
	Host University Course Number, if any	Official Course Title at Host University and English Translation	# of Credits or Units at Host University	SUNY Credits See ****

FACULTY: COMPLETE F AND G		OIE
F	G	H
Course Equivalent(s) at UAlbany (Subject and Level)	M = counts in major; I = counts in minor; or O = counts toward overall credits only	Grade

UAlbany Academic Adviser's signature \_\_\_\_\_ Date \_\_\_\_\_  
 Director of International Education \_\_\_\_\_ Date \_\_\_\_\_  
 Registrar's office \_\_\_\_\_ Date recorded \_\_\_\_\_

# OVERSEAS ENROLLMENT AND COURSE EQUIVALENTS REPORT FORM INSTRUCTIONS

**Students:** Complete this form by listing the information requested in columns A, B, C, D and E for each of your classes. Have this report verified by following step (a) OR (b) below, sign the form in section (c), and send it and the supporting materials to the Office of International Education, SL G40, University at Albany, Albany, NY 12222, FAX (518) 591-8171.

Instructions for column A: This column is for use by UAlbany students only. **If you would like a particular course that you have not already had approved to be considered for inclusion in your major, write M in column A.** To request that a course be considered for possible inclusion in your **minor, write I** in column A. All courses that have been pre-approved will be given that equivalent as long as your grade in the course is a C or better. **For a General Education requirement, write G, and follow the steps for Gen Ed approvals found at [http://www.albany.edu/undergraduateeducation/Gen\\_Edu\\_Review\\_Form.doc](http://www.albany.edu/undergraduateeducation/Gen_Edu_Review_Form.doc).**

*All courses that are not allowed in the major or minor will be counted as elective credits in your overall degree program.*

UAlbany students: if you placed a mark in Column A, attach course descriptions and syllabi for all courses which were not previously approved for inclusion in your major or minor. Keep copies of all course descriptions until equivalents have been processed. You may incorporate course descriptions into an email message, but do not send them as attachments as our email system cannot handle them. Regular mail is also okay. **Non-Albany students** should collect course descriptions and submit them to their home campus following their home campus's procedures.

**\*\*\*\* Column E: YOU ARE LIMITED TO A MAXIMUM OF 19 SUNY CREDITS PER SEMESTER in addition to any credits from required pre-sessions unless you have received permission to take a larger load from the campus where you are registered for study abroad.** If your host university will permit you to take additional coursework and you now wish to earn more credits, you must contact Albany or your home SUNY campus for further instructions about how to obtain such permission. You may remain in these classes for now but you must obtain clearance immediately! **If you are unsure how many SUNY credits you will be awarded for each of your courses, ask the SUNY campus that is sponsoring your program!**

## VERIFICATION (after columns A through E have been completed)

- OR**
- (a) \_\_\_ I have attached a photocopy of an **official enrollment report** from the host university, so no host univ. signature is needed.
- (b) \_\_\_ I certify that the information in columns B, C, and D of this enrollment report is correct:

\_\_\_\_\_  
(signature of university official or study abroad program director/ date)

**AND**

(c) I understand that this form will be used to make a preliminary determination of the number of credits to be awarded by UAlbany, assuming all courses are completed successfully. The actual granting of credits will not be made until UAlbany has received an official transcript from the host university or SUNY campus administering the program. \_\_\_\_\_

(signature of student/ date)

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**Faculty at UAlbany complete columns F and G** (for UAlbany students only). Adviser: Please return this form to the Office of International Education, SL G40 after you have completed columns E and F. All courses not specifically coded M or I will be coded O.

**The Office of International Education at UAlbany will complete column H** once your grades from overseas have been processed.

Students, if you are unsure how host university grades will be converted into SUNY ones, ask the SUNY campus that is sponsoring your program!

*Overseas Enrollment Form with 19 credit max text.doc,9/211/09*