

# Exchange/International University Course Approval Form

## Undergraduate Students

**Instructions:** please read all information closely and carefully.

**Preapproval Information:** Students interested in studying abroad at an outside university must first directly speak with Tandon's Manager of Global Programs [Colby Hepner](#) and subsequently with their academic adviser to determine eligibility and review the course catalog/syllabi of the outside university they wish to enroll in, to map out their academic plan and degree requirements.

1. Fill out **all** of the information on page 2 and return the completed form to Tandon Global within the Undergraduate Academics Office (LC230) or via email to [tandonglobal@nyu.edu](mailto:tandonglobal@nyu.edu), after all necessary signatures are secured. If applying for the Tandon Exchange Program, this will also have to be uploaded to that application form.
2. Once this form is reviewed and approved by Tandon Global, students will be de-enrolled from any registered New York University coursework and enrolled in a placeholder course (16 credits for exchange, 0 for direct enrollment) to hold their spot at New York University, regardless of through which format or program the student is going abroad through. As such, students should **not** apply for a leave of absence. Please note that the 0-credit placeholder does not offer full-time equivalency. If there are any NYU online courses that students wish to remain enrolled in, they should indicate that in the comments section of the form below, including the exact course number and title after reviewing with the OGS Outbound team that the host country allows for students to enroll in online courses while abroad. *Some countries have strict rules around this.*
3. At the completion of the semester abroad, also indicated on the form below, students must make sure to have an official transcript sent to the UGA Office (5 MetroTech Center, LC230 Brooklyn, NY 11201) or via email to [tandonglobal@nyu.edu](mailto:tandonglobal@nyu.edu). Within 4 weeks, course names and credits will be posted to their NYU transcript after review and approval by the University Registrar.

Note: These courses will be reflected as transfer credits and no course grades will show up on a student's NYU transcript once posted. As such, grades will not count towards the GPA either.

**No credit will be awarded for gym/physical fitness courses, courses taken as Pass/Fail or Audit, or for courses in which students receive below a C or equivalent passing grade.**

### Important Note on Credit Transferring and Equivalencies:

In most cases, students will receive the credit amount for the course that the equivalent NYU course is worth unless:

- There is a specific NYU approved conversion between that country or region's course credits and that of the United States (eg.) *All European universities that use ECTS as credits will convert to half once within the US. 6 ECTS = 3 US credits.*
- Students cannot receive more credits for a course than they are worth at their own home university (eg.) *A Tohoku University course worth 2 credits will not count as 3 credits for Tandon, even if the equivalent NYU course is worth 3.*

In the event that a student completes a course abroad and gets the course approval for the degree requirement but they are missing a credit, they will have to work with their academic adviser to find a suitable course in which they can make up any missing credits towards their degree.

**Helpful Contacts:** when sending emails, include your N number and indicate you are a Tandon student.

Tandon Global – [tandonglobal@nyu.edu](mailto:tandonglobal@nyu.edu)

OGS Outbound – [ogs.outbound@nyu.edu](mailto:ogs.outbound@nyu.edu) for visa and country specific outbound related questions

Brooklyn OGS – [brooklyn.ogs@nyu.edu](mailto:brooklyn.ogs@nyu.edu) for questions related to your US student visa status

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**Student Information:** All sections are required to be filled out.

Full legal name: \_\_\_\_\_ Net ID: \_\_\_\_\_

University ID number: N\_\_\_\_\_ Term/year of study abroad: \_\_\_\_\_

Tandon majors/minors: \_\_\_\_\_ GPA: \_\_\_\_\_

Host university where studying abroad: \_\_\_\_\_

<b>Host University Courses:</b> course numbers and titles interested in enrolling in at host university – additional courses recommended for flexibility	<b>Credits course worth at host</b>	<b>Equivalent NYU Courses:</b> Determined by corresponding academic department <b>STUDENTS DO NOT WRITE IN THIS COLUMN</b>	<b>Credits course worth at NYU</b>	<b>Corresponding Academic Department Signature</b> <b>STUDENTS DO NOT WRITE IN THIS COLUMN</b>	<b>Equivalent Major Requirement:</b> Determined by major academic adviser <b>STUDENTS DO NOT WRITE IN THIS COLUMN</b>

**Comments:**

**Approvals:** Attach the course description and course syllabi to this form in order to obtain required signatures.

1. Student approval is required to ensure that you acknowledge all of the information on this form.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Primary major academic adviser approval is required to ensure chosen courses fit in with your academic progress.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Brooklyn OGS approval is required for all international students so they can advise you on i-20 implications.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Signature from Tandon Global is required **after** all other signatures are obtained.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_