

# NYU Study Away Course Equivalency Form Undergraduate Students

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

**Preapproval Information:** Students interested in studying abroad at an outside university should first speak with the NYU Office of Global Programs ([global.admissions@nyu.edu](mailto:global.admissions@nyu.edu)) and subsequently with their academic adviser to determine eligibility and review the course catalog/syllabi of the NYU location (global academic center or campus) 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 via email to [tandonglobal@nyu.edu](mailto:tandonglobal@nyu.edu), after all necessary signatures are secured. This form is specific to Tandon students; as such the University Global Programs Office may not be able to assist with questions related to this. Please direct those to Tandon Global.

Please refer to the [Preapproved Study Away Courses](#) or the [Preapproved NYU HUSS Courses](#) to determine already approved coursework. If there are courses offered abroad that are not on these lists that you are interested in, you should contact the academic departments to determine course equivalency. Refer to the [Course Approval Evaluators Contact List](#) to determine who you should reach out to for course approvals. If the course you're attempting to get approved would not be housed here at Tandon, please work with your academic advisor or Tandon Global to determine which department at NYU you should reach out to for approval (i.e., if you are planning to take a high-level economics course at NYU London to count towards a cross-school minor but there is no equivalent at Tandon, you would work with the Stern School of Business to determine equivalency).

2. Once this completed form is reviewed and approved by Tandon Global, students will be able to register for coursework in Albert as normal. If there are any NYU online courses that students wish to remain enrolled in and complete while abroad, they should review this request with NYU Global Programs to ensure that the host country allows for students to enroll in online courses while abroad. *Some countries have strict rules around this.*

3. After the completion of the semester abroad, students will return to NYC and completed courses will be count towards both their degree requirements (as preapproved) and their GPA.

## **Important Note on Cross-School Minors or Double Majors across Schools:**

When students are completing various programs across the university (i.e., cross-school minor or double major outside of Tandon), this requires students to check with all of their advisers about how their classes will count towards each different program.

- It is the responsibility of the student to understand how the courses they complete abroad will ultimately apply towards their degree and their different programs, based on the determination of each academic department.
- For the purposes of this form, the corresponding academic department may be from outside of Tandon if the student is enrolled in various academic programs. *Note: this is a Tandon specific form, meaning advisers from other schools may not be familiar. As such, you should provide context and explain this form when meeting with them. You can attach email approval in lieu of a signature.*

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

NYU Global Programs Admissions – [global.admissions@nyu.edu](mailto:global.admissions@nyu.edu) for questions related to NYU locations

NYU Global Programs Academics – [global.academics@nyu.edu](mailto:global.academics@nyu.edu) for questions related to NYU location courses

Tandon Global – [tandonglobal@nyu.edu](mailto:tandonglobal@nyu.edu) for questions related to Tandon courses and this form

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, if international

## NYU Study Away Course Equivalency Form Undergraduate Students

**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: \_\_\_\_\_

NYU location where studying abroad: \_\_\_\_\_

| <b>Study Away Courses:</b> course numbers and titles interested in enrolling in at NYU location – additional courses recommended for flexibility | <b>Course Credits</b> | <b>Equivalent Tandon Courses:</b><br>Determined by corresponding academic department<br><b>STUDENTS DO NOT WRITE IN THIS COLUMN</b> | <b>Corresponding Academic Department Signature</b><br><b>STUDENTS DO NOT WRITE IN THIS COLUMN</b> <i>required only if courses not already preapproved</i> | <b>Equivalent Major Requirement:</b> Determined by major academic adviser<br><b>STUDENTS DO NOT WRITE IN THIS COLUMN</b> |
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**Comments/Special Consideration:**

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

- Student approval is required to ensure that you acknowledge all of the information on this form.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Primary major academic adviser approval is required to ensure chosen courses fit in with your academic progress.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Brooklyn OGS ([ogs.brooklyn@nyu.edu](mailto:ogs.brooklyn@nyu.edu)) approval is required for all international students for immigration advisement.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Signature from Tandon Global ([tandonglobal@nyu.edu](mailto:tandonglobal@nyu.edu)) is required **after** all other signatures are obtained.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_