

**Sam Houston State University**  
**International Programs**  
Study Abroad Procedures through Independent Program

If planning to study abroad through an independent program (third-party study abroad providers), the following procedures apply:

**Prior to Departure**

**Step 1** – Select a study abroad program through third-party study abroad providers.

**Step 2** – Download the Study Abroad: Course Transfer Approval Form and SHSU Study Abroad Application from the Study Abroad page of the Office of International Program website, [http://www.shsu.edu/~int\\_www/abroad/](http://www.shsu.edu/~int_www/abroad/). The Application must be submitted to the Office of International Programs by March 1<sup>st</sup> for summer and fall semesters and by November 1<sup>st</sup> for spring and summer semesters.

**Step 3** – Obtain accreditation approval for the proposed university (through the third-party study abroad provider) from **Undergraduate Admissions**. This approval is required in order to transfer credit hours to SHSU.

**Step 4**– Select courses (from the proposed university) and obtain course transfer approval signatures from appropriate faculty members/department chairs.

(If foreign language course is involved, please go to the Foreign Language Department for consultation. The Dept. of Foreign Language requires proposed course descriptions and online linkage to proposed university information.)

**Step 5** – Once course transfer approval (step 4) is completed, obtain approval signature from the Chair or Advisor of major department.

**Step 6** – When approved by the Chair of Department, please submit a copy to the departmental secretary.

**Step 7** – Obtain registration approval signature from the Registrar.

**Step 8** – Obtain approval signature from the Director of International Programs.

**Upon Returning**

**Step 1** – Upon returning to SHSU, submit the original transcript (if in a foreign language it must be translated and evaluated) to the Office of International Programs.

**Step 2** – The Office of International Programs will send copies of the transcript to Undergraduate Admissions, appropriate departments/professors (to post grades), and the Registrars Office.

**Contact: Office of International Programs: Reiko Clark, Ph.D. 936-294-4611 ([reiko@shsu.edu](mailto:reiko@shsu.edu)) or Study Abroad 936-294-3276 ([oiip@shsu.edu](mailto:oiip@shsu.edu))**

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