

Sam Houston State University
Office of International Programs
Study Abroad Procedures through Exchange Agreement

If planning to study abroad at a university with which Sam Houston State University has an exchange agreement, the following procedures apply:

Prior to Departure

Step 1 – Select study abroad university. Download the Study Abroad: Course Transfer Approval Form and SHSU Study Abroad Application from the Study Abroad page of the Office of International Programs website: http://www.shsu.edu/~int_www/abroad/. The Application must be submitted to the Office of International Programs by March 1st for summer and fall semesters and by November 1st for spring and summer semesters.

Step 2 – Select courses at proposed study abroad university and obtain course transfer approval signature from appropriate faculty members/department chairs.

(If a 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 3 – Once course transfer approval (step 2) is completed, obtain approval signature from the Chair or Advisor of major department.

Step 4 – When approved by the Chair of Department, please submit a copy to the departmental secretary.

Step 5 – Obtain registration approval signature from the Registrar.

Step 6 – Obtain approval signature from the Director of International Programs.

Upon Returning

Step 1 – Exchange students' transcripts from exchange universities will be sent directly to the Office of International Programs. If the transcript is in a foreign language, the student must have it evaluated and translated. The Office of International Programs will send copies of the transcript to Undergraduate Admissions, appropriate departments/professors (to post grades), and the Registrars Office.

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