

For help with filling in the fields of the Credit Transfer Sheet, please see below.

You should complete the form in this order:

1. **Top section:**
 - a. Fill in your student information
2. **Middle section:**
 - a. **“Course #”:** write the course code/name of the course Abroad (ex. “Spanish in Madrid”)
 - b. **“SHU Equivalent”:** write the SHU Course Code it was approved for (ex. SPAN1001)
 - c. **“Title”:** write the course name of the SHU course (ex. Elementary Spanish)
3. **Bottom section:**
 - a. **“Student, Box 1”:** Your signature
 - b. **“Academic Advisor, Box 2”:** Academic Advisor’s signature (*Sometimes is the Student Chair too*)
 - c. **“Student Chair, Box 3”:** Chair of your department’s signature (*They may also be the ones too sign for sections 4, 7, 10, 11 & 12 if the courses are in their department*)
 - d. **“Course Equivalent Chair, Boxes 4, 7, 10, 11 & 12”:** The chair of the department’s signature, that matches the course you recorded in the middle section
 - e. **“Dean of Student’s College, Box 5”:** Associate Dean’s signature
 - f. **“Director of OIP, Box 6”:** Bring this form back to the OIP & we will sign it
 - g. **“Enrollment Services, Boxes 8 & 9”:** The OIP will send it for you

Most Common Department Chairs, Deans, and Secretaries:

School of Diplomacy & International Relations

Dean, Dept. Chair & Advisor: Assoc. Dean Ursula Sanjamino
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College of Communications

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