APPLICATION FOR FINAL APPROVAL
SUMMER STUDY ABROAD TRANSFER CREDIT

INSTRUCTIONS:
✓ Contact your program or university abroad and request that an official study abroad transcript be sent directly to the OIE. Please note: we cannot accept scanned, faxed or hand-delivered transcripts.
✓ You will receive an email from the OIE notifying you that your transcript has been received.
✓ You will then need to pick up a copy of your transcript from the OIE, print this form and attach your course syllabi.
✓ Collect required approval signatures from the appropriate department advisers. Department advisers are listed under “People” on the OIE website.
✓ Submit the completed form and required materials to the OIE as soon as possible for your credit transfer to be finalized.

Section I: Student Information
Complete this section with all of the required information.

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>Harvard ID#:</td>
</tr>
<tr>
<td>House/Yard:</td>
</tr>
<tr>
<td>Harvard Email:</td>
</tr>
<tr>
<td>Concentration:</td>
</tr>
<tr>
<td>Secondary Field:</td>
</tr>
<tr>
<td>Language Citation:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Projected Graduation: Fall/Spring 20______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDY ABROAD PROGRAM INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Program:</td>
</tr>
<tr>
<td>Program City:</td>
</tr>
<tr>
<td>Program Start Date:</td>
</tr>
<tr>
<td>Program Country:</td>
</tr>
<tr>
<td>Program End Date:</td>
</tr>
<tr>
<td>Is the program on the OIE Suggested List:</td>
</tr>
<tr>
<td>Total # of Weeks:</td>
</tr>
</tbody>
</table>

Section II: Transfer Credit Summary
Indicate how many credits and what type(s) of transfer credit you are requesting.

<table>
<thead>
<tr>
<th>TRANSFER CREDIT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Transfer Credits Requested: (check one)</td>
</tr>
<tr>
<td>□ 4 credits (1 course) OR □ 8 credits (2 courses)</td>
</tr>
<tr>
<td>Type of Transfer Credit Requested:</td>
</tr>
<tr>
<td>Concentration:</td>
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</tbody>
</table>
APPLICATION FOR FINAL APPROVAL OF SUMMER STUDY ABROAD

Section III. Faculty Course Approvals

If you are seeking concentration, secondary field and/or language credit for any of your study abroad courses, be sure to obtain the required signatures from the appropriate adviser(s). To find the appropriate adviser, click “People” on the OIE website at www.oie.fas.harvard.edu. Note: if you are seeking non-language elective credit, you do not need a Faculty Signature.

### COURSE ONE

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Language of Instruction:</th>
<th># Weeks:</th>
<th>Total Course Hours:</th>
</tr>
</thead>
</table>

**Form of Instruction:** Tutorial ☐  Seminar ☐  Lecture ☐  Fieldwork ☐

**Credit Type:** Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐

**FACULTY COURSE APPROVAL**

I approve Course 1 for _______ credits toward the fulfillment of requirements for:

- Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐

**Faculty Adviser Printed Name:** _____________________________  **Date:** __________

**Faculty Adviser Signature:** ________________________________

**Comment:** ____________________________________________

### COURSE TWO

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Language of Instruction:</th>
<th># Weeks:</th>
<th>Total Course Hours:</th>
</tr>
</thead>
</table>

**Form of Instruction:** Tutorial ☐  Seminar ☐  Lecture ☐  Fieldwork ☐

**Credit Type:** Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐

**FACULTY COURSE APPROVAL**

I approve Course 2 for _______ credits toward the fulfillment of requirements for:

- Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐

**Faculty Adviser Printed Name:** _____________________________  **Date:** __________

**Faculty Adviser Signature:** ________________________________

**Comment:** ____________________________________________
APPLICATION FOR FINAL APPROVAL OF SUMMER STUDY ABROAD

Section III. Faculty Course Approvals
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<table>
<thead>
<tr>
<th>COURSE THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>Language of Instruction:</td>
</tr>
<tr>
<td>Form of Instruction: Tutorial ☐  Seminar ☐  Lecture ☐  Fieldwork ☐</td>
</tr>
<tr>
<td>Credit Type: Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐</td>
</tr>
</tbody>
</table>

**FACULTY COURSE APPROVAL**

I approve Course 3 for _______ credits toward the fulfillment of requirements for:

- Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐

Faculty Adviser Printed Name: __________________________________ Date: __________
Faculty Adviser Signature: _____________________________________________
Comment: __________________________________________________________

<table>
<thead>
<tr>
<th>COURSE FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>Language of Instruction:</td>
</tr>
<tr>
<td>Form of Instruction: Tutorial ☐  Seminar ☐  Lecture ☐  Fieldwork ☐</td>
</tr>
<tr>
<td>Credit Type: Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐</td>
</tr>
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</table>

**FACULTY COURSE APPROVAL**

I approve Course 4 for _______ credits toward the fulfillment of requirements for:

- Concentration ☐  Secondary Field ☐  Language Citation ☐  Language Elective ☐

Faculty Adviser Printed Name: __________________________________ Date: __________
Faculty Adviser Signature: _____________________________________________
Comment: __________________________________________________________