**Instructions:**

* Contact your program or university abroad and request that an official study abroad transcript be sent directly to the OIE. *Note: we cannot accept scanned, faxed or hand-delivered transcripts.*
* You will receive an email from the OIE notifying you when the 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](http://www.oie.fas.harvard.edu).
* Submit the completed form and required materials to the OIE as soon as possible for your credit transfer to be finalized.

**Section I: Student & Program Information**

*Complete this section with all of the required information.*

|  |
| --- |
| Student Information  |
| First Name:  | Last Name:  |
| Harvard ID#:  | House/Yard:  |
| Harvard Email: | Concentration:  |
| Secondary Field: | Language Citation:  |
| Date of Birth: | Projected Graduation: Fall/Spring 20\_\_\_\_\_ |

|  |
| --- |
| Study Abroad Program Information |
| Name of Program:  |
| Program City: | Program Start Date:  |
| Program Country:  | Program End Date:  |
| Is the program on the [OIE Suggested List](https://oie.fas.harvard.edu/pages/summer-programs): Yes 🞎 No 🞎 | Total # of Weeks: |

**Section II: Transfer Credit Summary**

*Indicate how many credits and what type(s) of transfer credit you are requesting.*

|  |
| --- |
| Transfer Credit Information |
| Total Number of Transfer Credits Requested: *(check one)* 🞎 4 credits OR 🞎 8 credits |
| Type of Transfer Credit Requested: | Concentration4 🞎 8 🞎 | Secondary Field4 🞎 8 🞎 | Language Citation4 🞎 8 🞎 | Language Instruction4 🞎 8 🞎 | Elective4 🞎 8 🞎 |

**Section III. Faculty Course Approvals**

*If you are seeking* ***concentration, secondary field, and/or language credit,*** *complete the white boxes in this section and then obtain the required signature(s) from the appropriate adviser(s). To find the appropriate adviser, click “People” on the OIE website at* [*www.oie.fas.harvard.edu*](http://www.oie.fas.harvard.edu)*.* ***Note: if you are seeking non-language elective credit, you do not need a Faculty Signature.***

|  |
| --- |
| **Course One** |
| **Course Title:**  |
| **Language of Instruction:**  | **# Weeks:**  | **Total Contact Hours:** |
| **Form of Instruction:** Tutorial 🞎 Seminar 🞎 Lecture 🞎 Fieldwork 🞎 |
| **Credit Type:** Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎 |
| **FACULTY COURSE APPROVAL** I approve COURSE ONE for \_\_\_\_\_\_\_ credits toward the fulfillment of requirements for:Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎**Faculty Adviser Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_**Faculty Adviser Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Comment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Course Two** |
| **Course Title:**  |
| **Language of Instruction:**  | **# Weeks:**  | **Total Contact Hours:** |
| **Form of Instruction:** Tutorial 🞎 Seminar 🞎 Lecture 🞎 Fieldwork 🞎 |
| **Credit Type:** Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎 |
| **FACULTY COURSE APPROVAL** I approve COURSE TWO for \_\_\_\_\_\_\_ credits toward the fulfillment of requirements for:Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎**Faculty Adviser Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_**Faculty Adviser Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Comment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section III. Faculty Course Approvals (cont.)**

*If you are seeking* ***concentration, secondary field, and/or language credit,*** *complete the white boxes in this section and then obtain the required signature(s) from the appropriate adviser(s). To find the appropriate adviser, click “People” on the OIE website at* [*www.oie.fas.harvard.edu*](http://www.oie.fas.harvard.edu)*.* ***Note: if you are seeking non-language elective credit, you do not need a Faculty Signature.***

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| --- |
| **Course Three** |
| **Course Title:**  |
| **Language of Instruction:**  | **# Weeks:**  | **Total Contact Hours:** |
| **Form of Instruction:** Tutorial 🞎 Seminar 🞎 Lecture 🞎 Fieldwork 🞎 |
| **Credit Type:** Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎 |
| **FACULTY COURSE APPROVAL** I approve COURSE THREE for \_\_\_\_\_\_\_ credits toward the fulfillment of requirements for:Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎**Faculty Adviser Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_**Faculty Adviser Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Comment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Course Four** |
| **Course Title:**  |
| **Language of Instruction:**  | **# Weeks:**  | **Total Contact Hours:** |
| **Form of Instruction:** Tutorial 🞎 Seminar 🞎 Lecture 🞎 Fieldwork 🞎 |
| **Credit Type:** Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎 |
| **FACULTY COURSE APPROVAL** I approve COURSE FOUR for \_\_\_\_\_\_\_ credits toward the fulfillment of requirements for:Concentration 🞎 Secondary Field 🞎 Language Citation 🞎 Language Instruction 🞎**Faculty Adviser Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_**Faculty Adviser Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Comment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |