



Independent Education Abroad Transfer Credit Information

Students must first review all of the approved education abroad programs offered through the [Office of International Affairs](#) (OIA) before pursuing an independent education abroad experience. The attached form should be completed *prior* to enrolling in an independent education abroad program.

Please Note:

- The student is responsible for providing the Transfer Credit Center with complete and accurate information about the program and institution of study. Failure to provide sufficient information may result in processing delays.
- The Transfer Credit Center will determine transferability of the courses listed on the Transfer Form. Students are responsible for consulting with their Ohio State advisor to determine applicability of the credit and, if necessary, initiating Departmental Credit Evaluations from the appropriate department in order to determine equivalency.
- Credit earned through independent programs is awarded “K” credit – not native Ohio State course credit – and does not impact your Ohio State GPA. However, you must earn at least a C- for credit to be awarded.
- The Transfer Credit Center does not process credit for programs approved through the Office of International Affairs. Please see [Education Abroad](#) for more information.
-

Upon completion of the education abroad term, the student must send an official transcript from the registrar (or similar designee) of the institution of higher education. If the school offers secured electronic delivery, that option should be selected to avoid processing delays. Secured transcripts should be sent directly to esue-studugt@osu.edu (for undergraduate students) and gpadocs@osu.edu (for graduate and professional students). If electronic delivery is unavailable, transcripts should only be mailed to the following addresses:

Undergraduate Students:

The Ohio State University
Undergraduate Admissions
PO Box 182646
Columbus, OH 43218-2646

Graduate/Professional Students:

The Ohio State University
Graduate/Professional Admissions
PO Box 182004
Columbus, OH 43218-2004

Express Mail:

The Ohio State University
Undergraduate Admissions
Student Academic Services Building, Room 604
281 W Lane Ave
Columbus, OH 43218-2004

Certificates of completion or other documents issued by a third party provider or an office other than the institution’s registrar (or similar designee) will not be accepted for transfer credit.

If you have further questions regarding independent education abroad, please contact the Office of International Affairs, ويا-educationabroad@osu.edu or the Office of the University Registrar’s Transfer Credit Center, ESUE-TransferCreditCenter@osu.edu.

Independent Education Abroad Credit Transfer Agreement

Student Name	Ohio State ID	Ohio State Name.#
College/University Issuing Transcript	City & Country of College/University	Dates of Program
Independent Provider Company Name (If Applicable)	Independent Provider's Website	Program Contact Email Address

- This form should be completed *prior* to enrolling in an independent education abroad program.
- The student is responsible for providing the Transfer Credit Center with complete and accurate information about the program and institution of study. Failure to provide sufficient information may result in processing delays.
- The Transfer Credit Center will determine transferability of the courses listed on the Transfer Form. Students are responsible for consulting with their OSU advisor to determine applicability of the credit and, if necessary, initiating Departmental Credit Evaluations from the appropriate department in order to determine equivalency.
- Credit earned through independent programs is awarded "K" credit – not native OSU course credit – and does not impact your OSU GPA. However, you must earn at least a C- for credit to be awarded.

Send the form to the **Transfer Credit Center** by e-mail: ESUE-TransferCreditCenter@osu.edu.

Courses taken Overseas				Ohio State Assignments (Completed by the Transfer Credit Center)			
Course Title	Dept	Course #	Credits	Dept	Course #/Type	Hrs	Comments

Student Signature:

Date:

/ /

Tentative Evaluation Disclaimer The University Registrar and Undergraduate Admissions have the final authority in determining what credit is transferable, and any calculation of transferable hours. Should the official transfer credit evaluation by said offices award a number of transfer credit hours that differ from the tentative evaluation so much that the listed equivalency is in violation of transfer credit policy, the tentative evaluation will be considered void.

University Registrar Use Only	Date of Posting: <u> </u> / <u> </u> / <u> </u> By: _____
--------------------------------------	--