1. Research your program options

- Consult the Affiliated (http://overseas.iu.edu/programs/non-iu/affiliated) list for semester and academic year programs in which IU students frequently participate. (Additional programs are available; see www.iiepassport.org)

- Verify that the country where you intend to study is not on the U.S. State Department travel warning list at http://travel.state.gov/content/passports/english/alertswarnings.html. Indiana University students may not study abroad with IU approval and support in any country for which there is a Travel Warning unless a program exception has been granted. This means that you may not retain your IU status or apply your financial aid to the costs of the program.

- You must contact the sponsoring program directly for complete information and an application. Once you have thoroughly reviewed program materials, if you have further questions you may consult with an advisor in Overseas Study.

- Verify that the program provider uses an accredited school of record for all of their courses.

2. Arrange for credit to transfer

- See the reverse side of this flyer for tips to help you verify that credit for your program is transferable to IU and tips for obtaining specific credit toward your IU degree.

- Submit the Credit Transfer Agreement (CTA) through iStart and course descriptions to International Admissions Deadlines for submission: Nov. 15 (spring programs), May 1 (summer programs), May 1 (fall or academic year programs). Please note that you must submit a CTA by the deadline if you plan on using your Non IU study abroad experience to fulfill the World Languages and Culture requirement.

3. Apply to the program

- If your application includes a form to be completed by a dean or advisor, bring the form to the Office of Overseas Study during walk-in advising hours: Monday-Friday, 10 a.m.-noon and 1-4 p.m. No forms will be signed without an advising conference. No forms will be approved if you are on academic probation.

- For questions about housing, arrivals, visas, course registration, etc. contact your non-IU program directly.

4. Arrange to use scholarships, grants & loans

- If you have or will have IU financial assistance (scholarships, loans, grants, etc.) for your term abroad, be sure to read the financial aid sheet found at http://overseas.iu.edu/first/financial-aid/other/other_nonIU.shtml. If you have questions about what financial aid you receive, you can verify your award status in One.IU. Students who wish to use financial aid other than scholarships to study abroad will need to complete an additional online application by November 15 for spring and May 1 for fall, summer, or academic year programs.

- Please note that not all financial aid can be used on Non IU programs. http://overseas.iu.edu/first/financial-aid/exceptions.shtml

- Should your program have financial forms to be signed, Overseas Study can complete these forms for you. In order to be eligible to use financial aid on a non-IU program, you must have a cumulative 2.0 GPA and be in good academic standing.

- If you plan to apply for summer financial aid, you should consult the eligibility requirements through the Office of Student Financial Assistance (http://studentcentral.indiana.edu/financial-aid/types/additional-funding/summer.shtml)

- Please note that credits earned on Non-IU programs are considered transfer credits and, therefore, will not count toward the Finish in Four eligibility requirements.

5. Complete the Notification of Acceptance

- Once you have been accepted to your program, confirm your participation by completing the online Notification of Acceptance, available at http://overseas.iu.edu/apply/noniu/noniu_not.shtml.

6. Prepare for departure

- After you complete the Notification of Acceptance, you will be emailed instructions to register in the special zero-credit OVST course for which you have been given permission.

- Read the non-IU programs "Getting Started" handbook: http://overseas.iu.edu/docs/Handbooks/Non-IUgettingstarted.pdf

7. Study abroad

8. Follow the post-program procedures

- Visit http://overseas.iu.edu/apply/noniu

  Be sure to have your transcript sent to International Admissions and direct all credit questions to their office.
Make sure the credit transfers to IU

- Contact your program/provider to find out what college or university will issue your transcript at the end of the program. The transcript might come from a U.S. institution, but must be an official transcript from an accredited school or university and display letter grades. Once you confirm where your transcript will be issued from, take the following steps to ensure your credit is transferable:
  - Check the Credit Transfer Service (cts.admissions.indiana.edu/index.cfm) to see whether the transcript has previously been accepted at IU. You will need to search by the location of the institution providing the transcript, NOT the location of your program. As an additional resource, you may also consult the list of previously approved programs in the Office of Overseas Study.
  - Submit a Credit Transfer Agreement (CTA) for 1-2 programs (see step #2 of the non-IU procedures) to verify how the courses will be transferred back to IU. Make sure you correctly fill in the blank for “institution issuing transcript.” To access the form, create an account in iStart if you haven’t already. Then fill out the CTA.
    - You may also need to submit a sample transcript to International Admissions if your institution has not been previously approved.
  - Most courses will initially transfer back as undistributed 100-level credit (appears on your returned CTA as DEPT-UN 100). If you only need elective credit to graduate, you can leave these courses as they are. Otherwise, please continue reading below.
  - Transcripts must be sent to International Admissions at the end of your program:
    Office of International Admissions, Poplars 221, 400 East Seventh Street, Bloomington, IN 47405

Get specific credit towards your major, minor, distribution, etc.

- If you need courses from your non-IU program to complete requirements such as 300/400 level hours, major/minor requirements, distribution requirements, etc., then you will need to get your courses approved by the respective department at IU. It is up to each academic department or school to determine how they approve transfer credit from study abroad programs. Below are some ways that you can be proactive about taking appropriate classes abroad:
  - Please note if you want credit to count towards the World Languages & Cultures requirement a CTA is required.
  - Consult your Advisement Report on One.IU to find out what types of courses you have left to graduate (elective hours, major/minor requirements, distribution, etc.). Confirm that you will complete the senior residency requirement outside of program credits. Please note that credit from non-IU programs will not count towards senior residency credit.
  - Compare course descriptions/syllabi for the courses offered on your non-IU program to course descriptions/syllabi of the course requirements you wish to fulfill at IU. Hint: You can find a full list of approved distribution courses offered at IU in Appendix II of the College of Arts and Sciences Bulletin at: www.indiana.edu/~bulletin/iub.
  - Choose courses at a similar level to the ones you are required to take at IU, noting that some institutions may operate on a different system. A general rule of thumb is that if you need to fulfill upper-level requirements at IU, do not enroll in introductory level courses abroad, but rather in more advanced courses.
  - Do not take classes Pass/Fail. Transfer credit is only awarded for letter grades of “C” or better.

- Once you have done the above research on your own, and gathered information about your study abroad courses, you should meet with your major advisor about the courses you have remaining in your degree requirements, how many elective hours you can afford, limitations to the amount of credit you can complete abroad, or if there are any courses that must be taken on the IU campus. Seniors should check their residency status before committing to a program.

- You can also meet with any departments outside your major or school to discuss course approvals and equivalencies. Be sure to have done the above research ahead of time and provide course information such as detailed course descriptions and syllabi from your non-IU program.

- While abroad, keep course materials (syllabi, graded coursework, reading lists, etc.) for any courses you have not had pre-approved. Bring these materials home with you to petition for course approvals.

- Note that it will take 4-6 weeks for International Admissions to process your credits after your transcript arrives. Transcripts can take up to 6 months to be sent to International Admissions. Contact your provider to check on the status of your overseas transcript.

TIPS FOR GETTING CREDIT