

## Foreign Credit Transfer Instructions

Students going on a GT Exchange Abroad Program for a semester or summer must use the *Foreign Credit Approval Form for GT Exchange Programs* (FCA) to request approval for foreign courses to transfer to GT. The FCA form can be found on the OIE website: <http://oie.gatech.edu/forms/study-abroad>.

- In order to participate in a GT Exchange Program you **MUST** turn in an FCA form before you leave the country to study abroad. You will be given a specific due date by your advisor during orientation.
- Failure to turn in an FCA form before you leave could result in you earning no credit while abroad or endangering eligibility for financial aid, loans, scholarships, HOPE or ZELL.
- Not all courses will be approved for GT credit, so it is important to start the process as soon as possible. For example, sports courses do not transfer back to GT at all.
- The steps for GT foreign credit transfer are as follows (please type or fill in the FCA form in dark ink):
  1. Check OSCAR to see if courses are already approved. If the course is already approved on OSCAR, write out its equivalent in column three and write, “OSCAR,” in the signature line.
  2. Obtain copies of the syllabi for the courses that are not already approved and you are planning on taking abroad.
  3. Check the credit transfer system for your planned program. These differ from school to school. For example, our European partners largely use ECTS. 1.4 ECTS equals 1 GT credit hour. Check the OIE website or contact your education abroad advisor for your host university’s credit transfer system.
  4. Fill in the top portion of the FCA form and the first column, “Courses to be taken abroad.”
  5. Take the form, course descriptions/syllabi and the credit transfer system to the appropriate GT faculty/staff member for approval. The list of approvers can be found on the next page of this document.
  6. The approver completes the FCA, signs in the column three by each approved course and then checks the appropriate type of approval in column four/five if s/he agrees to approve courses for transfer. The type of credit transferred is at the discretion of the academic unit that teaches the course at GT.
  7. After the appropriate faculty members have signed, you will need to take the form to your MAJOR school for signature. This signature is required, even if you will not take major courses abroad.
  8. You must sign and date the form and keep a copy for your records.
  9. Bring the form to OIE, Savant Building – Suite 211. We will acquire the last two signatures for you (OIE signature and Registrar signature).
  10. The form will then be uploaded to your Atlas account, for your future reference.

### Reminders:

- List backup courses. You are not required to take all courses that you list. You may fill out as many FCAs as you need. You do not need to know exactly what you are taking abroad.
- In some cases, transfer credit is not awarded until course work, exams, etc are reviewed. Save all notes, syllabi, exams, term papers and textbooks so that, if requested, you will be able to provide extensive information on the content of your course.
- We round credits down – so if a course is worth 3.57 GT credits after conversion, you will receive 3 GT credit hours for that course.
- You must receive a “C” or better in order for courses to transfer to GT. The GPA you earn abroad will not affect your GT GPA, but it will affect your financial aid GPA.
- If you have ANY QUESTIONS about this process, please contact your OIE advisor.

## Contact List to Request Approval for International Transfer Credit

Type of Credit for which you are requesting approval (all are for undergraduate approval unless otherwise specified)	Contact Person	E-mail address
Aerospace Engineering/AE	Dr. Lakshmi Sankar	lakshmi.sankar@aerospace.gatech.edu
Architecture/ARCH/COA	Shaunitra Wisdom	Nitra.wisdom@coa.gatech.edu
Biology/BIOL/ APPH	Dr. Chrissy Spencer Dr. Teresa Snow	Chrissy.spencer@bioci.gatech.edu Teresa.snow@ap.gatech.edu
Biomedical Engineering/BME	Dr. Esfandiar Behravesht	e.behravesht@bme.gatech.edu
Building Construction/BC	Lorie Wooten Dr. Daniel Castro	lorie.wooten@coa.gatech.edu daniel.castro@coa.gatech.edu
Business/MGT/ACCT -Undergraduate Students  -Graduate Students	Steve Carriere  Peter Severa, Saed Reyes	Steven.carriere@scheller.gatech.edu, peter.severa@scheller.gatech.edu, saed.reyes@scheller.gatech.edu
Chemical & Biomolecular Engineering/ChBE	Dr. Victor Breedveld	breedveld@gatech.edu
Chemistry & Biochemistry/CHEM	Dr. Pamela Pollet	pamela.pollet@chemistry.gatech.edu
Civil & Environmental Engineering/CEE	Tracy Boothe	Tracy.boothe@ce.gatech.edu
City Planning/CP	Dracy Blackwell	dracy.blackwell@coa.gatech.edu
College of Engineering/COE (2001 & 3001)	Dr. Larry Jacobs	laurence.jacobs@ce.gatech.edu
Computer Science/CS -Undergraduate Students -Graduate Students	Jennifer Seelman Becky Wilson	jennifer.seelman@cc.gatech.edu Rwilson@cc.gatech.edu
Earth & Atmospheric Sciences/EAS	Dr. Dana Hartley	dana.hartley@eas.gatech.edu
Economics/ECON <b>*Please provide full syllabus when asking</b>	Dr. Willie Belton	Willie.belton@econ.gatech.edu
Electrical & Computer Engineering/ECE	Dr. Joyelle Harris	joyelle.harris@ece.gatech.edu
General Credit (Social Sciences, Humanities, Free Electives)	REGISTRAR'S OFFICE: Makesia Scott	Makesia.scott@registrar.gatech.edu
History, Technology & Society/HTS	Dr. Amy D'Unger Dr. Bill Winders	amy.dunger@hts.gatech.edu william.winders@hts.gatech.edu
Human Computer interaction/HCI	David White	david.white@cc.gatech.edu
Industrial Design/ID	Troy Whyte Jim Budd	troy.whyte@coa.gatech.edu jim.budd@coa.gatech.edu
Industrial & Systems Engineering/ISyE	Dr. Chen Zhou	chen.zhou@isye.gatech.edu
International Affairs/ INTA	Dr. Mikulas Fabry	mfabry@gatech.edu
Literature, Media & Communication/LMC	Dr. JC Reilly	jc.reilly@lmc.gatech.edu
Mathematics/MATH -Undergraduate Students -Graduate Students	Undergraduate Program Office Graduate Program Office	academics@math.gatech.edu grad-coordinator@math.gatech.edu
Materials Science & Engineering/MSE -Undergraduate Students	Dr. Mary Lynn Realff	Marylynn.realff@mse.gatech.edu
Mechanical Engineering/ME Nuclear and Radiological Engineering/NRE	Dr. Al Ferri	al.ferri@me.gatech.edu
Modern Languages/foreign language credit	Dr. Kelly Comfort	kcomfort@gatech.edu
Music /MUSI	Dr. Frank Clark Corissa Jones	frank.clark@music.gatech.edu corissa.jones@music.gatech.edu
Physics/PHYS <b>*Please provide full syllabus when asking</b>	Dr. Brian Kennedy	brian.kennedy@physics.gatech.edu
Polymer, Textile & Fiber Engineering/PTFE	Dr. Mary Lynn Realff	marylynn.realff@mse.gatech.edu
Psychology/PSYC	Dr. Meghan Babcock	meghan.babcock@psych.gatech.edu
Public Policy/PUBP/POL/LAW/PST -Undergraduate Students  -Graduate Students	Dr. Richard Barke (PUBP & POL) Chad Slipeper (LAW) Dr. Michael Hoffmann (PST) Johnnie Sawyer	richard.barke@pubpolicy.gatech.edu chad.slipeper@gatech.edu michael.hoffmann@pubpolicy.gatech.edu johnnie.sawyer@pubpolicy.gatech.edu

This handout was created by the Office of International Education (OIE) and approved by the Registrar's Office. Direct any questions about this handout to the Office of International Education, Georgia Institute of Technology, Savant Building, Suite 211; Atlanta, GA 30332-0284; Email: [study.abroad@gatech.edu](mailto:study.abroad@gatech.edu); Phone: 404-894-7475.