



**COURSE APPROVAL FORM FOR PROGRAMS ABROAD**

**IT IS THE RESPONSIBILITY OF YOU, THE STUDENT, TO MAKE SURE THAT ALL OF THE INFORMATION HAS BEEN ACCURATELY FILLED OUT AND THAT PROPER AUTHORIZATION HAS BEEN GRANTED.**

Students who wish to study abroad **must receive approval** from the Education Abroad Office, **Room 1447 East**, prior to departure.

If you have any questions, please send an email to: [edabroad@hunter.cuny.edu](mailto:edabroad@hunter.cuny.edu)

Education Abroad contact phone #: (212) 772-4983

**\*\*\*\*\*To Be Filled Out By The Student\*\*\*\*\***

Name: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last First M.I. Phone #

CUNYfirst 8 digit EMPL ID #: \_\_\_\_\_ Status at Hunter : Undergraduate Graduate Doctoral

ACADEMIC E-MAIL ADDRESS: \_\_\_\_\_ Expected graduation: \_\_\_\_\_

I understand that my financial aid may be affected if I:

- Withdraw from any or all of my courses
- Take courses other than those approved on this form
- Fail to attend courses approved on this form

**\*Macaulay students, please speak to your advisor.**

I agree to notify the Office of Education Abroad immediately if any of my courses change.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**\*\*\*\*\*For Office Use ONLY\*\*\*\*\***

**\*check one:\***

\_\_\_\_\_ CUNY \_\_\_\_\_ SUNY \_\_\_\_\_ USAC \_\_\_\_\_ Exchange \_\_\_\_\_ External

**MHC Students ONLY (Macaulay Honors College):** \_\_\_\_\_ Internal \_\_\_\_\_ External

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

# COURSE APPROVAL FORM FOR PROGRAMS ABROAD

Name: \_\_\_\_\_

CUNYfirst 8 digit Empl ID #: \_\_\_\_\_

\*\*\*\*\*To Be Filled Out With Department & Assigned Advisors\*\*\*\*\*

1	2	3	4	5	6	7	8	9		10
Course Name at Host College	Course Number at Host College	Credits at Host College	Hunter Equivalent Course Number	Credits at Hunter College	Hunter Department Advisor or Department Chair Signature	Hunter Department Stamp	Applicable Towards Degree?  (Assigned advisor must circle one)	Hunter Assigned Advisor Signature		Grades:
							Yes or No		<b>For</b>	
							Yes or No			
							Yes or No			
							Yes or No		<b>Office</b>	
							Yes or No			
							Yes or No			
							Yes or No		<b>Use</b>	
							Yes or No			
							Yes or No			
							Yes or No		<b>ONLY</b>	
							Yes or No			
							Yes or No			

\_\_\_\_\_

**Student's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date**

# **PROCEDURE FOR COURSE APPROVALS FOR PROGRAMS ABROAD:**

**\*\*\*Please complete pages 1 & 2\*\*\***

Prior to attending a program abroad:

1. Student should complete columns 1 through 3 based on information from their Host School.
2. Department advisors and/or department chairs will complete columns 4 through 7. Students must take this form to the Hunter College department corresponding to the course(s) listed on Page 2 of the Course Approval Form to obtain both a Hunter College equivalent and approval (both stamped and signed) to take course(s) at the other school.
3. Assigned Advisor will complete columns 8 through 9. Your assigned advisor must indicate if the course is applicable to your degree by circling “yes” or “no” in column 8 before signing in column 9.
  - Macaulay Honors College (MHC) students should visit their MHC advisor.
  - Search for Education, Elevation and Knowledge (SEEK) students should visit their SEEK advisor.
4. Make a copy of the approved permit (keep this for your records) and **return the original to the Education Abroad Office – Room 1447 Hunter East prior to departure.**

**\*\*\*PLEASE NOTE: YOU WILL NOT BE REGISTERED AT HUNTER COLLEGE BEFORE EACH COURSE IS APPROVED BY YOUR ADVISORS AND THIS FORM IS SUBMITTED TO THE EDUCATION ABROAD OFFICE\*\*\***

While Abroad: You MUST IMMEDIATELY contact the Education Abroad Office by sending an e-mail to [edabroad@hunter.cuny.edu](mailto:edabroad@hunter.cuny.edu) if you decide to change any of your courses.

Upon completion of your course(s):

1. If you attended a CUNY program, please inform the Education Abroad Office once the host CUNY School has posted your course(s)/grade(s) in CUNYfirst.
2. If you attended a SUNY, USAC, or External program, please have an official transcript sent to the Education Abroad Office:

**Education Abroad Office  
Hunter College  
695 Park Avenue, Room 1447 East  
New York, NY 10065**
3. If you attended an EXCHANGE program, our partner universities will automatically send an official transcript to the Education Abroad Office.

*Students attending SUNY, USAC, External or Exchange programs will only receive credits if their converted grade is “C” or better.*

**Letter grades for this program will appear on the transcript, but will not count towards the Hunter GPA.**

**If grades convert to below “C” (C- to F), they will appear on the Hunter transcript as an “F”.**

**Credit/grading for students attending CUNY programs follows e-permit regulations.**