

**Study Abroad Office USE ONLY**

Course equivalencies updated on Study Abroad website

**Student Campus:**

**Johnson & Wales University**  
**Study Abroad Exchange and Affiliate**  
**FOREIGN COURSE EQUIVALENCY REQUEST FORM – SIDE ONE**  
(Instructions on Reverse)

**TO BE COMPLETED BY THE STUDENT:**

Student Name: \_\_\_\_\_ J#: \_\_\_\_\_ Major: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

Foreign University/ Institution: \_\_\_\_\_ City, Country: \_\_\_\_\_

Program Type: \_\_\_\_\_ Intended Term Abroad: \_\_\_\_\_

**COURSES AT UNIVERSITY/INSTITUTION ABROAD**

**JWU COURSE EQUIVALENCY BEING REQUESTED**

**OFFICE USE ONLY**

Foreign University Course Name/Number*	Credits	JWU Equivalency	JWU Requirement Satisfied	JWU Credits	Check Approval Below			
					A	B	C	D
<i>Ex. Introduction to Accounting – ACCT0001</i>	<i>6 ECTS</i>	<i>Ex. SOC3020</i>	<i>Ex. Arts &amp; Science Elective</i>	<i>4.5</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

\*NOTE – Student must include links/PDFs, etc. to course descriptions or syllabus for each foreign course listed.

A – Courses approved as EQUIVALENT  
B – Course equivalency NOT APPROVED  
C – Equivalency previously approved  
D – See Notes (on reverse)

**TO BE COMPLETED BY AN INTERNATIONAL CREDENTIAL EVALUATOR:**

Evaluator's Phone Extension: \_\_\_\_\_

Evaluator's Name (printed): \_\_\_\_\_

Date of Review: \_\_\_\_\_

Johnson & Wales University  
Study Abroad Exchange and Affiliate  
**FOREIGN COURSE EQUIVALENCY REQUEST FORM – SIDE TWO**  
(Instructions)

**To Students:** Remember, all foreign courses must first be given a JWU equivalent by an International Credentials Evaluator before a course may be counted towards a JWU degree credit or graduation requirement. If an equivalency has not been approved, foreign credits will be applied as “Unused Credits” until the below steps have been completed.

**Carefully read and follow the steps below to request a JWU equivalency for a foreign study abroad course:**

**Step 1:** Electronically complete this form using the following resources:

**Study Abroad Website:** Courses available at host institution, including existing JWU equivalencies

**JWU Academic Resources:** Grad Planning System, Course Projections

**Step 2:** Submit form electronically via email to Providence Study Abroad Advisor.

**\* NOTE: A weblink or electronic course description and/or complete syllabus must be submitted with this form for each of the foreign courses not listed on the JWU program brochure.**

**Step 3:** Providence Study Abroad forwards the completed form and support documents to the Providence International Credentials Evaluator.

**Step 4:** The International Credentials Evaluator approves/denies requests and returns the form to Providence Study Abroad.

**Step 5:** Providence Study Abroad uploads the form with the approvals/denials to your Study Abroad on-line account and will email you with next steps.

**Step 6:** Meet with your Academic Counselor/Advisor to review the Approved Course Equivalency form located in your study abroad account. Your Academic Counselor/Advisor will make notes in your degree audit related to the approved equivalencies.

**Step 7:** If all steps are not completed, courses from the host university will be applied to "Unused Credit" on your GPS.

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**\*\*TO BE COMPLETED BY THE JWU INTERNATIONAL CREDENTIAL EVALUATOR ONLY\*\***

*\*\*Please include any notes regarding equivalencies in the space provided below.*

**ADDITIONAL NOTES:**

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