

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 & 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: You will only be allowed to register for the ABRD placeholder course if the official notes are placed in your degree audit.

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

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

ADDITIONAL NOTES:
