

Study Abroad Office USE ONLY

Course equivalencies updated in TES or TD as necessary.

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: _____

Support Details: _____ Intended Term Abroad: _____

Completed by Student

Assistance provided by Study Abroad & International Admissions

Reviewed by Study Abroad Advisor

Foreign University Course Number/Name*	Credits	JWU Equivalency	JWU Credits	Check Approval Below				JWU Requirement Requested
				A	B	C	D	
<i>Ex. PERS1234 Perspectives on Society and Development</i>	<i>6 ECTS</i>	<i>Ex. SOC1001</i>	<i>3 US</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ex. A&S Elect 1000</i>
1.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TO BE COMPLETED BY STUDY ABROAD ADVISOR: Advisor's Name (printed): _____

Advisor's Phone Extension: _____ Date of Review: _____

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

The study abroad courses above will complete graduation requirements. Yes No

* NOTE: Student **must** meet with SAS for final graduation planning.

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

All foreign courses must be given a JWU equivalent by an International Credentials Evaluator or Transfer Services before a course may be counted towards JWU degree credit or graduation requirement. If an equivalency has not been determined, or if the use of foreign credit has not been confirmed by Study Abroad prior to departure, foreign credits may not be applied toward a degree.

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 shares course equivalency requests and support documents to the Providence International Credentials Evaluator.

Step 4: The International Credentials Evaluator identifies equivalencies to Providence Study Abroad staff and Transfer Services staff.

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

Step 6: Providence Study Abroad makes notes in your degree audit related to the appropriate use of the approved equivalencies.

Step 7: You will be registered for the ABRD placeholder course if the official notes are placed in your degree audit.

****TO BE ADDED BY STUDY ABROAD ONLY****

Please include any notes regarding equivalencies or unique circumstances in the space provided below.

ADDITIONAL NOTES:
