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**STUDY ABROAD COURSE APPROVAL FORM**

**Instructions:** Before a student goes on their study abroad, they should ensure the courses taken at the international institution will transfer back to Millsaps and how they will transfer back. Students must earn the US equivalent of a C- or higher for the course to transfer back to Millsaps. Credits earned at the other institution will be recorded on a non-graded basis at Millsaps, therefore not impacting your GPA. Please meet with your advisor to complete the form below, gather signatures, and return it to the Office of Records at Millsaps College before going on your trip. It is the student's responsibility to request an official copy of their transcript from the international school and have it sent to Millsaps College Office of Records for processing.

Student Name: \_\_\_\_\_ Millsaps Student ID Number: \_\_\_\_\_ Term and Year Abroad: \_\_\_\_\_

Name of International Institution: \_\_\_\_\_

Full Physical Address of International Institution: \_\_\_\_\_

Name of Course at International Institution	Number of Credit Hours Abroad	Number of Contact Hours	*Course it will transfer back to at Millsaps (ex: ARTS 1000 Beginning Drawing)	*Number of Credits that will come back to Millsaps

\*This column is to be completed by the student's advisor. If there is not a direct equivalency, indicate this by adding TRAN to the end of the subject code; for example: ENGL-TRAN.

Student Signature: \_\_\_\_\_ and Date \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ and Date \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ and Date \_\_\_\_\_

Millsaps International Education Office Signature: \_\_\_\_\_ and Date \_\_\_\_\_

**To be completed by the Office of Records at Millsaps:**

Date Form Received: \_\_\_\_\_ and Staff Initial \_\_\_\_\_

Date Transcript received and credit entered in Colleague: \_\_\_\_\_ and Staff Initial \_\_\_\_\_