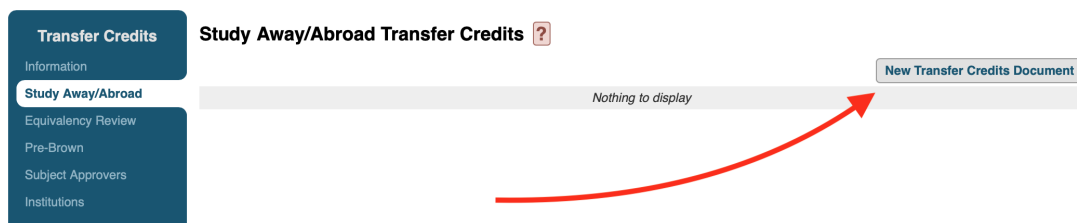


## Students: Create a Study Away/Abroad document

Jason Orrill - 2019-05-06 - Comments (0) - ASK



To start, navigate to Study Away/Abroad, and then click "New Transfer Credits Document"

### Indicate your study type

\* This Transfer Credits document is for:

The Office of the Dean of the College ([domestic/home country](#), any term)

☒ Study Away (USA)

☐ Study Away (home country, non-USA)

The Office of International Programs

☐ Study Abroad - Non-Brown Summer Program

☐ Study Abroad - Fall/Spring (not supported, [see OIP for forms and procedures](#))

There are four options here, though only three are selectable. They are:

- **Study Away (USA):** Select this if you plan to study at an institution in the United States.
- **Study Away (home country, non-USA):** Select this if you are an international student studying at Brown on an F-1 visa, and plan to study in your home country.
- **Study Abroad - Non-Brown Summer Program:** Select this if you plan to study at a non-US institution over the summer.
- **Study Abroad - Fall/Spring:** This option is not selectable. If you plan to study at a non-US institution during the fall or spring term, you will need to [contact OIP for forms and procedures](https://www.brown.edu/academics/college/special-programs/international-study/) (<https://www.brown.edu/academics/college/special-programs/international-study/>).

### Enter your desired institution details

*With the exception of non-Brown summer study abroad programs hosted by a third-party provider (such as CET, CIEE, DIS, or IES), the institution at which courses will be taken must be a regionally accredited, 2-year or 4-year degree granting college or university in the United States or equivalent outside the United States.*

Transcripts not yet available  
Expected Course Count: Not set

Processing Status: Draft

* Institution Name:	<input type="text"/>	Institution Status: Draft
	<input checked="" type="checkbox"/> Search previously approved institutions only	
* Dates of attendance:	<input type="text"/> to <input type="text"/>	
* Term:	Fall <input type="button" value="v"/> 2019 <input type="button" value="v"/>	
* Credit Units:	<input type="text"/> <input type="button" value="v"/>	
Student Comments	<div><div></div></div>	

You will need to enter the institution where you wish to study, the dates and term of attendance, and the credit units used by the institution. If you select an institution that has not been used for transfer credit at Brown, you will also need to provide a URL with accreditation information for the institution.

Finding the institution

The **Institution Name** field is an auto-complete text field, and will display a menu of matching institutions as you type. Click on the institution you want when it appears. There are two things that can cause a search to fail:

1. The institution has not been approved for credit before. If you think this may be the case, unselect the **Search previously approved institutions only** option and try again.
2. The institution name as stored in ASK might have an unexpected name variation or abbreviation. Use the Institutions list to find your institution and the expected name.

## Add courses

## Courses

### Enter a course number: Enter a course name



Enter a course number, name, and description from the institution at which you will study. The course must be listed in the host university's class schedule for a standard term of study and recorded as completed with a grade of "C" or better on the host university's official transcript.

\* **Course Number:**

\* **Course Title:**

\* **Course Description**

\* **Number of credits at host:**

**How does this course support your degree completion plan?**

- ☐ Credits count towards graduation at host institution
- ☐ Is summer course
- ☐ Is online course

#### Course Documents

You must upload a detailed course syllabus, either as a file upload or a URL. Students should keep all course syllabi and work produced for courses taken elsewhere for departments and concentrations to review.

No files uploaded

[Add File](#)

#### Student Notes

Add any other notes about the course you have here, including whether there is a specific Brown course equivalency you think it should have.

#### Brown Equivalency and Departmental Approval for University Credit

If you are unsure what subject code to select, contact [Julie Lee](#) to discuss your plans.

\* **Subject:**

**Course Number:** Set by subject approver

**Approval Status:** Draft

[Add Course](#)

Click the **Add Course** button for each course you plan to take at the institution. Fill out the form for each course as completely as you can, so that the subject approver has enough information to be able to make a judgement on whether the course is appropriate for Brown credit.

## Submitting the document

- ☐ Submit transfer credits for institution and course approvals. Portions of this document may become ineditable while reviews are in process.

[Cancel](#)

[Save](#)

You can save the transfer credits document at any time, and it will be considered to be in a draft state. When you are ready to have your selections approved, select the option next to

### **Submit transfer credits for institution and course approvals...**

If you are asked to make revisions to the document, you will select this same checkbox to re-submit the document.

#### Related Content

- [ASK Transfer Credits Workflow](#)
- [Students: Find your study away/abroad institution in ASK](#)