

Study Abroad **at Foreign Universities and Language Institutes**

Students can study abroad in a university or language institute by taking a Leave of Absence and enrolling in another institution. To transfer credit, follow these important steps:

- Students may not use financial aid to cover tuition charges at another institution. If you must have financial aid to study abroad, please refer to Evergreen programs, Consortium Programs or Individual Contracts for study abroad.
- Students interested in studying a language abroad at a university or language institute should request complete information from that institution well in advance of their departure. Then, verify with the Credentials Evaluator in Admissions that the institution can grant credit acceptable to Evergreen.
- Determine with the Credentials Evaluator in the Admissions Office if the credit is from a university and is listed on a university transcript with grades and credit hours, or credit for Certificated Learning at an institute. You must receive grades of C or better to transfer credit from a university abroad to Evergreen.
- If the credentials evaluator has determined that you may be eligible for Certificated Learning credit, pick up guidelines and application for evaluation of Certificated Learning credit from Admissions.
- When you complete your program abroad, obtain a Certificate of Achievement (not simply a certificate of Attendance) from your institute abroad. On the Certificated Learning form, provide the number of hours per week for each course taken, and the length of the semester of period of study.
- Students must realize that they may not receive full time credit (16 quarter hours over 10 weeks) while study at an institute or university abroad. The assignment of credit is determined by the time spent in class and expectations of the program.
- A common term at institutes abroad is 10-12 weeks with 1 credit equaling approximately 10 hours, plus 20 additional hours of work outside the class. Therefore, 1 credit can be obtained by working for 30-33 hours. We use the equation of 30 hours of instruction/participation equals 1 quarter hour of credit in determining transfer of credit.
- If you have learned a language outside an academic setting, you can take a CLEP (College Level Examination Program) test. This is a proficiency test for first and second year college French, German and Spanish. Students may sit for this test (currently \$60 per test) and those passing the test can receive a maximum of 12 credits for each level of language if they have not already received credit for that level. <http://www.collegeboard.com/student/testing/clep/about.html>