Step 1 **Decide on a Program and Review the Courses Available to you at the Host Institution**

After deciding to study abroad, you’ll want to investigate which program(s) you are interested in, and whether or not the courses taken abroad fit into the program requirements of your degree at the University of Alberta. There are a variety of ways to ensure you maximize your credit transfer eligibility (see guidelines for course selection). You will then need to make an appointment to meet with an Education Abroad Advisor.

Step 2 **Submitting Your Permission to Participate Form**

The Permission to Participate Form is given to you after you have been selected to participate in an Education Abroad program. This form needs to be submitted to your faculty in order to obtain permission to participate. On this form your faculty will state how many credits you are able to transfer back to your UAAlberta degree. Generally speaking, most students are eligible to transfer up to 60 credits back to their UAAlberta program from another post-secondary institution, although there are some exceptions which can be outlined to you by your faculty advisor.

Your faculty is responsible for credit transfer evaluation. In order to be eligible for credit transfer, courses completed abroad must fit into the program requirements of your degree. If credit transfer is possible, it will not happen until you complete your study abroad program and your faculty receives an official transcript from your host institution that has been forwarded by the Education Abroad Program Office.

Step 3 **Attending Your Study Abroad Program at the Host Institution and Taking Courses**

Once you arrive at your host institution, you may find that some of the courses you submitted to your faculty at the time of application have to be changed (e.g. course is full, cancelled, closed to exchange students, etc.). This is normal and should be expected. Flexibility is key! Check with your faculty prior to your departure as to how such matters are handled while you are abroad.

Transfer credit completed will show up on your UAAlberta transcript, but grades achieved at the host university will not be indicated. Please note, however, that grades achieved abroad do count as part of your academic history and record. Although they do not appear on your UAAlberta transcript, should you wish to pursue further scholarships, undergraduate or graduate studies, you will have to supply your transcripts from your host institution for any future applications you make.

A minimum grade equivalent to a C- from UAAlberta must be obtained at your host institution in order for a course to be considered for credit transfer.

Since credit systems vary across countries, the course credits may not be equivalent to a course taken at UAAlberta. In some instances, you may receive less credit for a course, or surprisingly enough, even more credit. Your faculty is responsible for assessing the credit value that they will assign to a course based on several factors, such as hours of instruction, length/duration of the course, course content (syllabi), etc.
Step 4  **Returning from the Host Institution and Assessing Credits**

If credit transfer is possible, it will not happen until you complete your study abroad program and your faculty receives an official transcript from your host institution that has been forwarded by the Education Abroad Program Office. Please be advised that a transcript can take several weeks or months to arrive from the host institution. You must consult with your faculty to ensure you understand what documentation is required for credit assessment.

Please note: **credit transfer is not guaranteed.** Please consult with your faculty advisor regarding any questions you have on course pre-approval and credit transfer.

**Faculty Transfer Credit Links**

**Faculty of Arts:** [https://www.ualberta.ca/arts/programs/study-abroad/exchange-program-transfer-credit](https://www.ualberta.ca/arts/programs/study-abroad/exchange-program-transfer-credit)