



Global Education Office

PETITION FOR TRANSFER OF CREDITS FOR STUDY ABROAD

FOR MASON STUDENTS ONLY – Questions? E-mail sareg@gmu.edu

Check one: <input type="checkbox"/> Initial petition <input type="checkbox"/> Amendment	Term & Year Abroad (ex. Spring 2020, Fall 2019):
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STUDENT INFORMATION

First Name: _____ Last Name: _____ G#: _____

Phone number: _____ Mason E-mail Address: _____

ACADEMIC INFORMATION

Standing (circle one): UNDERGRADUATE GRADUATE Cumulative GPA: _____ Are you a Mason Korea student: Yes No

Major: _____ Minor (If applicable): _____

Academic Advisor: _____ Are you currently on academic probation or warning?: Yes No

STUDY ABROAD SITE AND DATE INFORMATION

Institution Abroad: _____

City and Country: _____ Program Start Date: ____/____/____ Program End Date: ____/____/____

Institution to Issue Transcript (if different from institution above): _____

ONLINE COURSES

Do you plan to take an online course at Mason while studying abroad? Yes (Complete the table below) No

Note: Only 100% online courses are allowed. Courses may be taken online in addition to full-time enrollment while abroad. Semester students wanting to take more than 3 credits online will need to fill out a credit overload form and might incur additional charges.)

Online Course 1 (ex. ENGH 101)	# of Credits

By signing below, I certify that I understand the following:

- This form will not be processed until I have completed the MasonAbroad online application and paid the appropriate fees.
- It is my responsibility to request that an official transcript from my institution abroad be sent to the Global Education Office within one semester after completion of the term abroad. An official translation is required if the transcript is not issued in English.
- Studying abroad in the final semester of my senior year could delay my graduation.
- Failure to complete this form fully, including a) filling both sides, and b) securing the necessary signatures, will delay my registration for study abroad, the processing of my transcript.
- I am not fully approved to study abroad until I have approval from my College, in the form of the Dean's signature on this form.

STUDENT SIGNATURE: _____

Date: _____

COURSES AT INSTITUTION ABROAD

Courses offered at institutions can vary. You should seek approval for a full set of back-up courses in addition to the ones you intend to take.

COURSE(S) REQUESTED									
Student Section				Mason Departmental Approval Section					
Course # at Institution	Course Title at Institution	Suggested Mason Equivalent	Expected # of Credits	Actual Mason Equivalent	Print Name	Signed Name	Add to Database?		Note
							Yes	No	
SAMPLE ABCD-123	SAMPLE Global Media	SAMPLE COMM 387	SAMPLE 3	SAMPLE COMM 396	SAMPLE Sally Smith	SAMPLE Sally Smith	X		SAMPLE Does not count for MKTG

By signing below, I certify that I have reviewed the above named student's planned courses.

MAJOR ADVISOR: _____
 (Minor Advisor can sign here if all courses will apply to the minor)

Date: _____

FOR OFFICE USE ONLY			
GEO, Office Review: _____	_____	_____	Date: _____
	Printed Name	Signed Name	Phone
Associate/Assistant Dean of College: _____			Date: _____
			Registration <input type="checkbox"/> ZREG 121 (charges Mason tuition) <input type="checkbox"/> ZREG 101 (waives Mason tuition)