

## Course proposal for study abroad

It is important that you complete this form step-by-step in the following order.

### **STEP 1: Prepare and gather all required materials for the classes you plan to take abroad.**

- Consult with your academic adviser(s) to discuss what degree requirements you should look to complete while studying abroad.
- Meet with your study abroad adviser to locate courses for your program.
- You can review [courses that have been previously evaluated](#) by country and institution.

For each study abroad course you would like to have evaluated, you will need to provide the following information:

- - **Course title**, e.g. POLITICS IN THE EU
  - **Course department and number**, e.g. POLITICAL SCIENCE 264
  - **Number and type of credits** at host institution, e.g. 5 ECTS
  - **URL or link to course description**
  - *Please note: if a course is in Economics, you MUST provide a syllabus for the course to be evaluated. (This can happen at the time of enrollment.)*

### **STEP 2: SUBMIT your completed course proposal.**

### **STEP 3: Meet with your academic adviser.**

- You and your academic adviser will receive an email with the course equivalencies approved by the Office of International Admission.
- After you meet with your academic adviser, they will add their comments to the course proposal and email it to the International Center, which will save the approved course proposal to your myStudyAbroad account for your future consultation.
- If your courses change once you are abroad, you must complete a new course proposal.

#### **Please note:**

- Successful completion of this form is not due at the time of your initial application. However, course proposal forms must be completed prior to departing for study abroad. Some programs may require you to submit a selection of courses at the time of application to the host university/program. If this case, please start your course proposal form early. Standard deadlines for the course proposal are listed below:
  - **Winter break, spring, calendar year:** November 1
  - **Summer, fall, academic year:** April 1
- **Non-MU program participants:** International Admissions will verify that your host university is degree-granting and accredited. At the end of the program, transcripts should be sent to the director of study abroad at the MU International Center.