



*Wheeling Jesuit University*  
**STUDY ABROAD TRANSIENT FORM**

THIS FORM MUST BE COMPLETED AND FILED WITH THE REGISTRAR'S OFFICE PRIOR TO THE SEMESTER DURING WHICH YOU WILL STUDY ABROAD; WITHOUT THE COMPLETION OF THIS AND OTHER NECESSARY FORMS, WHEELING JESUIT UNIVERSITY CANNOT GUARANTEE ACCEPTANCE OF CREDITS EARNED WHILE STUDYING ABROAD.

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*Prior to studying abroad, you must complete the following steps to ensure that your credits are accepted by Wheeling Jesuit University (WJU):*

- ✓ Complete this form with your Major Advisor
  - Your advisor will determine the equivalence of the courses and will note these items accordingly on this form.
  - Some abroad courses are measured in contact hours (15 contact hours = 1 credit hour)
  - An equivalent grade of "C" or higher must be earned in each course in order for it to be accepted by Wheeling Jesuit University
  - The submission of this form to the Registrar's Office will cause a generic placeholder course (entitled ABR-999 for 15 credit hours) to be added to your WJU registration schedule; this course places a charge (Study Abroad Fee) onto your student account.
  
- ✓ Upon completion of your time abroad, it is your responsibility to have an official transcript forwarded to the Registrar's Office at Wheeling Jesuit University to demonstrate that you successfully completed all coursework
  - The Registrar's Office cannot grant any credit until we receive the official transcript; delays in receiving this document could result in delays for your financial aid package in the following semester.
  
- ✓ Please note for most study abroad courses, only the credits are accepted by WJU; the grades you receive in these courses are not typically factored into your Wheeling Jesuit University cumulative GPA (this is standard policy for all transfer credit)
  - However, Wheeling Jesuit University does have some partnerships with other schools/programs wherein we do accept both the credit AND the grade – please consult the Registrar's Office or the Study Abroad Advisor for a listing of such programs.

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Please complete all information listed below

Name: \_\_\_\_\_ WJU Student ID: \_\_\_\_\_

Current Class: FR SO JR SR Major: \_\_\_\_\_  
 (please circle one)

Contact Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

During the \_\_\_\_\_ semester/term, I wish to take courses at the following:

Name of Institution & Country: \_\_\_\_\_

Total number of credit/contact hours for which you will register: \_\_\_\_\_

<i>Advisor to complete these two columns</i>		
<i>Courses to be taken At the institution listed above</i>	<i>Wheeling Jesuit Equivalent</i>	<i>Approval of Equivalence</i>
Number _____ Credits _____ Title _____	Number _____ Credits _____ Title _____	<i>Initials</i> _____
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Number _____ Credits _____ Title _____	Number _____ Credits _____ Title _____	<i>Initials</i> _____

**Registrar's Office use only:**

- Copy to: \_\_\_\_\_ Student's file  
 \_\_\_\_\_ Student's advisor  
 \_\_\_\_\_ Study Abroad Coordinator  
 \_\_\_\_\_ Director, Student Financial Planning

\_\_\_\_\_  
*Date and Signature of Registrar Official*