

**You will NOT be registered in study abroad credits until this form is brought back to the International Education Services office completely filled out. If you don't get registered for study abroad credits (IP 286X), your credits may not transfer back to NMU, and you may be required to pay a fee for evaluation by an outside credit evaluation agency.**

You are required to review your course selections with the appropriate NMU **academic department heads** before you are registered for your semester(s) abroad. At your meeting, please provide the Department Head(s) with the following information:

- Syllabus or detailed description of the courses you will take *(It is recommended that you evaluate 2 to 3 more courses than you will actually take, as course selections may change once you arrive at the host institution.)*
- The total number of academic weeks in your program
- Recommended credit hours and/or the number of hours of classroom instruction per week
- If you would like a course to be considered for Liberal Studies or World Cultures credit, please consult the NMU Registrar.
- Internships and Directed Studies credits are arranged in academic departments and will require additional paperwork. You must also register these credits with the International Education Services office.

The Department Head will assign a recommendation for equivalent NMU credit and initial each course. When the form is completed, you must sign the form and return it to the International Education Services office. Only when these actions are completed will you be registered for the study abroad course(s) – generally a section of IP286X, which signals a study abroad program. Individual course names and numbers appear only after the study abroad has been completed. **Note: *This form is not a contract. Your final grades and credits will be assigned based on the final transcript we receive from your host institution after your studies.*** See detailed information at: <http://nmu.edu/ipo>

Name: \_\_\_\_\_ NMU I.N.: \_\_\_\_\_  
 Study Abroad Program/University: \_\_\_\_\_ Dates of Academic Program: \_\_\_\_\_ to \_\_\_\_\_  
 This course registration is for:  Fall  Winter  Summer of 20 \_\_\_\_ Total Credit Hours Abroad: \_\_\_\_\_

**Institution Crs # and Title = SA Course name at your study abroad school    Contact Hour = Total # of hours you are in each class (15 contact hours = 1 NMU semester credit)**

Study Abroad Institution Crs # and Title	Contact Hrs	Recommended NMU Equivalent Course #	NMU Credit Hours	Department Head Initials

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

