

# Receiving Course Credit for Study Abroad

Navigating major/minor and GE course substitution



EXTENDED  
UNIVERSITY &  
INTERNATIONAL  
PROGRAMS  
C H A N N E L  
I S L A N D S

## QUESTION:

How do I receive credit(s) from my study abroad course(s)?

## ANSWER:

The process will depend on whether you studied abroad through CSU IP (yearlong) or through an exchange partner institution (semester, winter, summer). The process will also depend on the *type* of credit you are trying to get (lower division GE, upper division GE, major/minor credit).

### Study Abroad through CSU IP (Yearlong)

*Transcripts from your study abroad university can take several months (4-6 months) to arrive from overseas, depending on the program and location. Below is the process for receiving credit from CSU IP programs:*

1. Transcripts from your study abroad program are automatically sent to the Registrar's Office to be evaluated and added to your record.
2. You will be notified via your CI email when the units are posted.
3. After the units are added, you can discuss substitutions (if applicable) with the appropriate office depending on the type of requirement you believe the course(s) may satisfy.
  - **Lower Division General Education (LDGE)** - Complete the [GE/Graduation Substitution Request form](#) found through the [Registrar's Office](#).
  - **Upper Division General Education (UDGE)** - Contact [Academic Advising](#) to discuss courses they may count toward UDGE. You may then complete a [GE/Graduation Substitution Request form](#) found through [the Registrar's Office](#).
  - **Major/Minor Course Substitutions**– Please contact the [Faculty Advisor](#) for your declared major. They will be able to review your request and submit the substitution to the Registrar's Office on your behalf.

### Study Abroad through Exchange Partner Institution (Semester, Winter, Summer)

*Transcripts from your study abroad university can take several months (4-6 months) to arrive from overseas, depending on the program and location. Below is the process for receiving credit from an Exchange Partner Institution:*

1. Unlike CSU IP programs, for exchange programs you **must** contact your host institution to request that an official transcript be sent to CSUCI International Programs. Transcripts can be sent to

CSU Channel Islands International Programs  
Sage Hall 2061  
One University Drive  
Camarillo, CA 93012

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2. Once received, CSUCI International Programs will evaluate the official transcript and send to the Registrar's Office to be added to your record.
3. You will be notified via CI email when the units are posted.
4. After the units are added, you can discuss substitutions (if applicable) with the appropriate office depending on the type of requirement you believe the course(s) may satisfy.
  - **Lower Division General Education (LDGE)** - Complete the [GE/Graduation Substitution Request form](#) found through the [Registrar's Office](#).
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