

Lewis & Clark College

Non-LC Study Abroad Application



College of Arts and Sciences
Office of the Registrar
 Phone 503.768.7335 | Fax 503.768.7333
 E-mail reg@lclark.edu | www.lclark.edu

Step 1: Complete this form and contact the Overseas and Off-Campus Programs Office to schedule a preliminary review your application (overseas@lclark.edu, Albany Room 206). A member of the Overseas office must sign this form. **Step 2:** Return form to Registrar's Office. **Please review the reverse side of this form** for the Non-LC Study Abroad transfer credit policy. Allow up to two weeks to review courses for transfer credit eligibility. You will receive an email response once individual courses have been reviewed.

Name _____ Date _____

LC ID# _____ Email _____ Anticipated Graduation Date _____

Semester and year in which you wish to study abroad: Fall Spring Summer Year: _____

I am enrolling through a: US institution Non-US institution* Study Abroad Program (CIEE, SIT, etc.)

***Please note:** If you are enrolling directly in a Non-US college or university you must have your final transcripts translated by an outside evaluation agency. Lewis & Clark cannot guarantee transferability of any coursework prior to the receipt of this final evaluation. See more information on the reverse side of this form.

Name of college/university/program: _____

Program location(s) (country and city): _____

Program/institution website: _____

List the courses you plan to take and their credit amounts. Indicate if you intend for a proposed course to fulfill a general education and/or major/minor requirement. A **Course Substitution form** must be submitted for any courses to be used in a major/minor.

Course	Credit Amount	Gen Ed	Major/Minor
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

***** You must attach a course description or syllabus for each course you wish to have pre-screened for transfer credit eligibility *****

For questions, please email:

Last names A – L Tiffany Henning thenning@lclark.edu
 Last names M – Z Caitlin Hansen chansen@lclark.edu

Overseas Office Signature: Please contact the Overseas and Off-Campus Programs Office to schedule a preliminary review your application (overseas@lclark.edu, 503.768.7332, Albany Rom 204), then return this form to the Registrar's Office.

Name _____ Signature _____ Date _____

Transfer Credit Policy: Non-LC Study Abroad

Detailed information about non-LC study abroad programs and transfer credit eligibility can be found in the Transfer Credit section of the catalog (<http://docs.lclark.edu/undergraduate/policiesprocedures>). **It is the student's responsibility to obtain clarification of those policies and to obtain pre-approval of the non-LC study abroad program prior to the trip.**

Non-LC Study Abroad Transfer Credit Process:

1. Complete a Non-LC Study Abroad Application and make an appointment with the Overseas and Off-Campus Programs Office for a preliminary review of your application.*
*Please note that the approval of the Overseas Office does not guarantee transferability of coursework.
2. Submit application to the Registrar's Office prior to the start of the program.
3. The Registrar's Office will review individual courses for transfer credit eligibility and respond to you by email (please allow up to two weeks).
4. Complete the study abroad program.
5.
 - a. If credit is granted by U.S. institution: Request official transcripts to be sent directly to the Registrar's office
- OR -
 - b. If credit is granted by non-U.S. institution: submit documents to ECE for evaluation (see below)
6. You will be notified of transfer credit evaluation by email once final transcripts are received and reviewed by the Registrar's office.

FOR STUDENTS ENROLLING DIRECTLY IN A NON-US INSTITUTION:

In order for courses taken directly at a non-US institution to be reviewed for transfer eligibility by Lewis & Clark, students must have their credits evaluated by an outside agency.

Evaluation Agency

The evaluation report will be used to verify that the non-US university is equivalent to a regionally accredited US institution and will evaluate the course(s) to determine the converted US equivalent credit and letter grade.

The agency that Lewis & Clark uses for all overseas credit evaluations is Educational Credential Evaluators (ECE). Please follow the agency's directions to submit the required documents for review. **The student is responsible for the cost of the evaluation.**

Educational Credential Evaluators (ECE)

<https://www.ece.org/>

414-289-3400

→ Students should choose the **course-by-course** evaluation.