



STUDY ABROAD TRANSIENT FORM

Wheeling University

Student Name: _____ Student ID: _____
 Major: _____ Class Level: _____ Repeat Course: Yes | No
 Semester: Fall Spring Summer Year: _____ Date: _____
 Transient Institution: _____

TRANSIENT COURSES			WHEELING UNIVERSITY COURSES		
Dept. _____ Course # _____ Credits _____ Title: _____ _____ Academic Advisor Signature _____ Date _____	Dept. _____ Course # _____ Credits _____ Title: _____ _____ Department Chair Signature _____ Date _____				
Dept. _____ Course # _____ Credits _____ Title: _____ _____ Academic Advisor Signature _____ Date _____	Dept. _____ Course # _____ Credits _____ Title: _____ _____ Department Chair Signature _____ Date _____				
Dept. _____ Course # _____ Credits _____ Title: _____ _____ Academic Advisor Signature _____ Date _____	Dept. _____ Course # _____ Credits _____ Title: _____ _____ Department Chair Signature _____ Date _____				
Dept. _____ Course # _____ Credits _____ Title: _____ _____ Academic Advisor Signature _____ Date _____	Dept. _____ Course # _____ Credits _____ Title: _____ _____ Department Chair Signature _____ Date _____				
Dept. _____ Course # _____ Credits _____ Title: _____ _____ Academic Advisor Signature _____ Date _____	Dept. _____ Course # _____ Credits _____ Title: _____ _____ Department Chair Signature _____ Date _____				

 Student Signature _____ Date _____

 Registrar Representative Signature _____ Date _____



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This form **MUST** be completed and filed with the Registrar's Office prior to the semester during which you will study abroad. Without completion of this and other necessary forms, Wheeling Jesuit University cannot guarantee acceptance of credits earned while studying abroad.

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

- ✓ 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 ABR-999 to be added to your schedule as a placeholder for 15 credit hours. This keeps you active with WJU as well as assesses a 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 calculated into your WJU cumulative GPA (this is standard policy for all transfer credit).

Wheeling University
Office of the Registrar
316 Washington Ave., Wheeling, WV 26003
Phone: (304) 243-2238 | Fax: (304) 243-2349
Email: registrar@wju.edu