



OFFICE OF THE PROVOST
Education Abroad
Course Equivalency Form Instructions

You, the student, should complete this form in conjunction with the appropriate faculty member. Some departments have a designated faculty member or advisor that will work with Education Abroad students. You should provide information about the course number, course title, and number of credits you intend to take at the university abroad and provide equivalent course details. You must provide a full syllabus for each course for which you are seeking credit. Education Abroad and the Office of the Registrar will register you in placeholder courses for your term abroad.

Contact the Pratt department that best matches the course(s) taken abroad. If you need assistance determining the appropriate department, please contact Education Abroad.

Always consult with your primary academic advisor(s) to determine if courses taken abroad will count toward graduation requirements.

Prior to Meeting with the Appropriate Faculty Member Complete:

1. Student Information
2. Program Information

At Meeting with the Faculty Member or Advisor, Complete:

3. Courses Abroad: List the course title, number, and foreign credit hours to be taken abroad along with the equivalent Pratt course title, number, and credit hours utilizing the syllabus you retrieved from your university abroad or program provider. It is recommended to have backup courses approved.

The Faculty Member or Advisor Should Complete:

Note to Advisors or Faculty Members: If you are unsure if you are authorized to sign this form on behalf of your department, please contact your Department Chair or Academic Lead.

4. Pratt Course Equivalent: Determine if and how the course can be accepted by Pratt. Please note that depending on major, department, college, or individual circumstances, credit transfer may vary or may not be possible.

- a. Generally there are three ways a course can be accepted by Pratt:
 - i. Studio Elective
 - ii. SLAS elective credits (in which case you will need approval from the specific SLAS department)
 - iii. All Institute Elective Credit

5. Pratt Faculty/Advisor Name and Signature: Faculty member/advisor prints and signs his/her name, acknowledging the course equivalencies listed on this Course Equivalency Form, including the specified comments.

***Return completed form to Education Abroad in North Hall 102 or upload it in your Terra Dotta application.**



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Most departments will require much, if not all, of the following supplemental information. Please bring this information to your meeting:

- ® Course Equivalency Form (with only the top half of the form completed)
- ® Course Equivalency Form Instructions and Checklist
- ® A syllabus for every course you hope to take for credit (and every backup course)
Syllabus should include student credits hours, course level, and number of formal contact hours.
Contact your program provider or institution abroad for assistance with syllabus

Credit Conversion System

U.S. Equivalent	European Credit Transfer & Accumulation System (ECTS)	U.K. Credit System	Other Credit Systems
6	-	-	Contact Study Abroad
5	10.5	5	
4	7	3.75	
3	5	2.5	
2	-	-	
1	-	-	

While abroad, if you decide to add or drop any courses, **it is your responsibility to change your CEF**, get the signature of the respective department chair, and then send us the new, accurate CEF back within 2 weeks.

Before you return, make sure to receive your **official transcript** from your host school and submit it to Marcia Approo (maproo@pratt.edu) or Elba Santiago (esantiago@prattt.edu) of the Registrar's Office at their email address or the following address:

Pratt Institute
Attn: Marcia Approo, Office of the Registrar
200 Willoughby Ave
Brooklyn, NY 11205



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1. STUDENT INFORMATION

Student Name: _____

Pratt's ID: _____ Major: _____

Phone: _____ Email: _____

Career: Undergraduate Graduate Alumni

2. PROGRAM INFORMATION

Type: Study Abroad Exchange

University Abroad: _____ Country: _____

Term: Spring Summer Fall Start Date _____ End Date _____

3. COURSES ABROAD

COURSES ABROAD			PRATT COURSE EQUIVALENT			DEPARTMENT	
Course Title	Course #	Credits Hrs.	Course Title	Course #	Credits Hrs.	Signature	Date
Department Comments:						Total	
Student Signature						Date	