



Office of Overseas Study Non-IU Programs

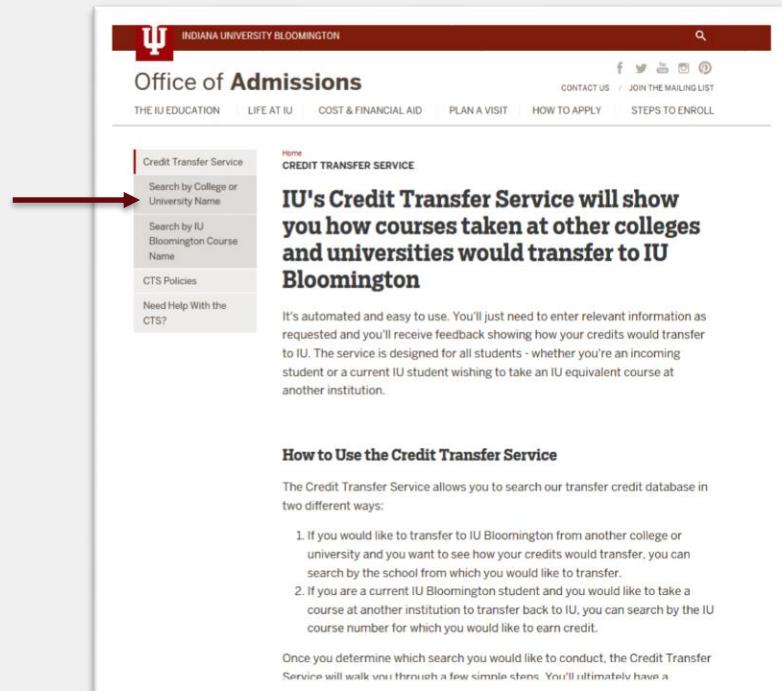


How to Use the Credit Transfer Service (CTS)
and
Complete a Credit Transfer Agreement (CTA)

1. Using the Credit Transfer Service (CTS)

Students participating on a non-IU study abroad program do not receive direct IU credit, but rather transfer credit upon completion. The credit transfer service site (<http://cts.admissions.indiana.edu/index.cfm>) provides policies and a list of institutions from which IU accepts transfer credit.

To search the CTS website and check to see if IU accepts transfer credit from your program, go to the website referenced above and click on “Search by College or University Name,” which is the second tab on the left.



The screenshot shows the Indiana University Bloomington website for the Office of Admissions. The main content area is titled "IU's Credit Transfer Service will show you how courses taken at other colleges and universities would transfer to IU Bloomington". Below this, there is a paragraph explaining the service and two numbered steps for using it. The sidebar on the left has tabs for "Credit Transfer Service" (which is active), "Search by College or University Name" (highlighted with a red arrow), "Search by IU Bloomington Course Name", and "CTS Policies".

How to Use the Credit Transfer Service

The Credit Transfer Service allows you to search our transfer credit database in two different ways:

1. If you would like to transfer to IU Bloomington from another college or university and you want to see how your credits would transfer, you can search by the school from which you would like to transfer.
2. If you are a current IU Bloomington student and you would like to take a course at another institution to transfer back to IU, you can search by the IU course number for which you would like to earn credit.

Once you determine which search you would like to conduct, the Credit Transfer Service will walk you through a few simple steps. You'll ultimately have a

2. Using the Credit Transfer Service (CTS) Continued...

The screenshot shows the Indiana University Bloomington Office of Admissions Credit Transfer Service (CTS) website. The main navigation bar includes links for THE IU EDUCATION, LIFE AT IU, COST & FINANCIAL AID, PLAN A VISIT, HOW TO APPLY, and STEPS TO ENROLL. On the left, there's a sidebar with links for Credit Transfer Service, Search by College or University Name, Search by IU Bloomington Course Name, Shopping Cart, CTS Policies, and Need Help With the CTS? The main content area is titled 'CREDIT TRANSFER SERVICE' and features a large search bar with the placeholder 'Search by College or University Name'. Below it, there's a section for 'Where is your college or university located?' with dropdown menus for 'Country' (United States) and 'State'. A red arrow points from the explanatory text at the bottom left of the screenshot to the 'State:' dropdown menu.

* Can't find the information you are looking for? The CTS only includes courses from universities we commonly encounter. If you are a current IUB student and can't find the course you're looking for, please download our [Credit Transfer Agreement](#), list the courses you want us to review, and return it to our office by the deadlines listed. If you are a prospective IUB student, we will review your credit after we have reviewed your application for admission. Unfortunately, we cannot review transfer credit for prospective students until we have reviewed your application.

*What institution will issue a transcript for you upon completion of your non-IU study abroad program? You will need to search the program's website or contact the provider to ask what type of transcript you will receive.

*When you know what transcript you will receive, search by country, then look for the university name.

- Tip: you may be studying at an institution overseas through a university program in the U.S. (i.e. Wells College, University of New Haven...). Generally, the U.S. universities will issue your transcript, but not always.

3. Using the Credit Transfer Service (CTS) Continued...

*Use the CTS as a reference to look at courses that have already been transferred. If a course is not listed on the CTS, it does not mean you can't take it! Likely, another IU student has not taken the course yet and it is not in the system. ***As long as the school issuing your transcript is listed in the CTS, IU will accept the transcript for credit review even if the courses you are hoping to take are not listed under the subject and course search criteria.***

Please select your subject & course from the lists below.

Below are the subjects & courses we have articulated from the college or university you have selected above. If your course is in this list, select it and continue. If it is not, we will have to review your course after we have reviewed your application for admission.*

Department/Subject:

Fine Arts (ARH)

Course:

333 – Great Masters: Leo Mic & Raph

Results for
Univ New Haven

If you take the following course(s) at Univ New Haven

1. Transfer Department: ARH
Course Number: 333
Course Title: Great Masters: Leo Mic & Raph

You will receive credit for the following IUB course(s).

1. Equivalent IU Department: FINA-UN
Equivalent IU Course: 100
IU Credits Received: 3



4. Using the Credit Transfer Service (CTS) Continued...

Now you are ready to complete the following:

- Contact your non-IU program/provider or search the website to find out what college or university will issue your transcript at the end of the program. The transcript may come from an accredited U.S. or foreign institution, and **must** be taken for a grade (not pass/fail) and **must** be issued from a degree-granting institution. **Certificates upon completion of programs will not** be accepted by International Admissions for transfer credit.
- Once you confirm the transcript you will receive, check the [**CTS**](#) to see whether the transcript has already been accepted at IU. You will need to search by the location of the institution providing the transcript, NOT necessarily the location of your program.
- Use the search criteria for subject and course title to see if another IU student has taken the course you are hoping to take and, if so, how the course transferred back on the IU transcript. If you cannot find the course, that is ok! **As long as the school issuing the transcript** is listed under the ‘college or university’ search criteria, IU will accept the transfer credit – you just may not know yet how the course will transfer back to IU.



5. What is Transfer Credit?

Keep in mind that...

1. Only courses with grades can be considered for transfer credit, and **each course must have a minimum equivalent grade of 'C' to transfer to IU.** Equivalent grades of 'C-' or below will not transfer.
2. While the grades you earned at the other school are listed on your Credit Transfer Report, **transfer courses are never counted in your IU GPA.**
3. **Courses taken pass/fail will not transfer back to IU.**
4. Most international transfer credit is initially designated '**Undistributed**'. Students should check with their academic advisor to determine how 'UN-100' credit may apply to their degree progress.
5. **Credits will remain 'Undistributed' until IU's academic faculty review detailed syllabi for each course transferred** and reports their decision to International Admissions. The IU faculty will either equate international coursework to specific courses taught in their department or choose to leave the credits 'Undistributed.' **Students on non-IU study abroad programs are responsible for seeking academic review of undistributed credit.**



What is a Credit Transfer Agreement?

Completing a Credit Transfer Agreement

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6. Completing a Credit Transfer Agreement (CTA)

What the CTA IS:

- An official confirmation from Indiana University that IF you take the courses that you list, obtain a letter grade of 'C' or higher, and receive the transcript from the university you listed, you will receive the specific transfer credit articulation that is listed

What the CTA IS NOT:

- A document that locks you into taking the courses you listed on your CTA. International Admissions will articulate the courses on your official non-IU study abroad transcript after completing the program, even if you listed different classes on your CTA.



Study Abroad Credit Transfer Agreement

UID: 000XXXXXX
Name: John J. Doe
City/Country: Seville, Spain
Program contact: Melissa Morris
Program website: <http://www.ceastudyabroad.com/>

E-mail Address: johnjdoe@indiana.edu
Dates of program: 01/21/2015 – 05/23/2015
College/University issuing transcript: University of New Haven
Contact's e-mail: mmorris@ceastudyabroad.com

Overseas Courses			IU-Equivalent (completed by International Admissions)			
Dept.	Course #/Title	Credit Hours	Dept.	Course #	Credit Hours	Comments
CUL	300: Sport & Cult In Contemp Spain (the English one)	3	CMCL	C-334	3	
GEN	300: Gender Roles in Present Day Spain	3	GNDR	UN-100	*	
COM	351: Social Media: Digital Identity & the Virtual Commu	3	CMCL	UN-100	*	
POL	300: Politics on the Big Screen: Film as Propaganda	3	CMCL	UN-100	*	

Notes:

*IU will award the same credit as the University of New Haven.

- A maximum of 16 credits is awarded for a semester of study.
- We require a/an University of New Haven transcript with credit-bearing courses listed as their courses. Credit will not be awarded for courses listed as transfer credit.
- Credit will not be awarded for grades lower than a "C" equivalent at IU.

Reviewer name: Jacob R Wooden
Date: 10/01/2014

7. Completing a Credit Transfer Agreement (CTA) Continued...

Completing a CTA is important because:

1. It is **your only official confirmation** from Indiana University that IF you take the courses listed and receive the transcript you list, you will receive transfer credit.
2. It is **required** if you intend to use your study abroad experience to fulfill your **World Language and Culture** requirement

The screenshot shows the Indiana University Atlas Login Page. The top navigation bar includes the Indiana University logo and the word "Atlas". The main content area starts with a welcome message: "Welcome to the Atlas Login Page". Below this, there's a section for "Current Students, Faculty, or Staff" with a "Login" button. A note states: "For full access to your international services account, please log in." Underneath, it says: "A Network ID and password are required." Another section titled "Don't Have a Network ID?" provides instructions for new students and scholars, mentioning they can log in with their University ID number, PIN, and date of birth, and links to "New Student/Scholar Login". At the very bottom, there's a "Secure Online Session" bar.

How to start the CTA:

1. Create an iStart account by visiting:
<https://atlas.iu.edu/istart/controllers/start/StartEngine.cfm>
2. Log in under the Full Client Service window.

8. Completing a Credit Transfer Agreement (CTA) Continued...

Once you have created your account, click on the 'Admission' tab.



When you click on the tab, the 'Credit Transfer Agreement Form' will appear. Click on the text to be directed to the online form. You will not need to complete any other document on the iStart homepage.



9. Completing a Credit Transfer Agreement (CTA) Continued...

The online CTA will look like the picture to the right.

1. Read through the form thoroughly; all sections are important to complete in order to receive the most accurate information on how your credit will transfer back to IU.
2. Credit for no more than 2 CTAs and a maximum of six courses per CTA will be accepted for evaluation for each semester you plan to enroll.

Credit Transfer Agreement Form

(*) Information Required

This form is for current Indiana University students who plan to participate in a non-IU sponsored overseas study program. This form should be completed *before* finalizing commitment to study through the program or university.

Submit this Credit Transfer Agreement form with program contact information and course descriptions by the following **submission deadlines**.

- **May 1** - Fall Programs
- **November 15** - Spring Programs

Please Note: there may be a 2-3 week processing time. You should submit the CTA as soon as you are able. IU only gives transfer credit based on an official transcript from a recognized or accredited institution of higher education.

Check the [Credit Transfer Service](#) for transfer credit policies and course articulations. You will need to search by the location of the institution issuing the transcript, NOT the location of your program. Once your CTA is approved, please meet with your academic advisor and the Office of Overseas Study. If going through a culture or language institute, verify that you will study in an academic department.

University ID*

Preferred e-mail address.*

Term:

Date program classes commence.*

 MM/DD/YYYY

Date program classes end.*

 MM/DD/YYYY

Overseas city of study.*

Overseas country of study.*

10. Completing a Credit Transfer Agreement (CTA) Continued...

Information about the institution sponsoring your program

Please indicate the college/university that will issue the transcript for the overseas study work below.

College/University issuing transcript:

Many international universities do not have an Office of the Registrar. Does the university that will be issuing your transcript have an Office of the Registrar?*

Yes No

Program contact person's name:*

Program contact person's email:*

Program website:*

Courses You Plan To Take Overseas

Please note: A maximum of 16 credits is awarded for a semester of study. Credits will not be awarded for courses listed as transfer credit. Credit will not be awarded for grades lower than a "C" equivalent at Indiana University.

Course 1) Subject:*

Enter the Subject as it will appear on the transcript from the school that is issuing your transcript. Ex. ECN, SOCI, BUS, etc.

Course 1) Number:

Course 1) Title:

Course 1) Credit Hours:

Course 1) Please upload the course/program description:

Do you plan to take another course while overseas?*

Yes No

1. You should complete the form thoroughly and accurately.
2. It is important that you list the Subject, Number, Title, and Credit Hours for each course you want evaluated. Contact your program provider if you are unsure about any of these details when completing the form.
3. You are not required to upload a course description; if you choose to do so, it MUST be in a PDF format.
4. Click 'Yes' if you would like to add another course for evaluation, and 'NO' when you are finished adding courses.

11. Completing a Credit Transfer Agreement (CTA) Continued...

*Example of completed CTA confirmation returned to IU student and on file with the Office of Overseas Study from International Admissions after submitting the online form.

IU student and non-IU study abroad program information.

List of courses student plans on taking through non-IU program (completed by student) and their IU equivalent (completed by International Admissions

Notes from International Admissions about how the credits on your non-IU program will transfer back to IU.

Ψ
INDIANA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES
International Admissions

Study Abroad Credit Transfer Agreement

UID: 000XXXXXX	E-mail Address: johnjdoe@indiana.edu
Name: John J. Doe	Dates of program: 01/21/2015 – 05/23/2015
City/Country: Seville, Spain	College/University issuing transcript: University of New Haven
Program contact: Melissa Morris	Contact's e-mail: mmorris@ceastudyabroad.com
Program website: http://www.ceastudyabroad.com/	

Overseas Courses			IU-Equivalent (completed by International Admissions)			
Dept.	Course #/Title	Credit Hours	Dept.	Course #	Credit Hours	Comments
JUL	300: Sport & Cult in Contemp Spain (the English one)	3	CMCL	C-334	3	
GEN	300: Gender Roles in Present Day Spain	3	GNDR	UN-100	*	
COM	351: Social Media: Digital Identity & the Virtual Commu	3	CMCL	UN-100	*	
POL	300: Politics on the Big Screen: Film as Propaganda	3	CMCL	UN-100	*	

Notes:

*IU will award the same credit as the University of New Haven.

- A maximum of 16 credits is awarded for a semester of study.
- We require a/an University of New Haven transcript with credit-bearing courses listed as their courses. Credit will not be awarded for courses listed as transfer credit.
- Credit will not be awarded for grades lower than a "C" equivalent at IU.

Reviewer name: Jacob R Wooden
Date: 10/01/2014

12. Completing a Credit Transfer Agreement (CTA) Continued...

Courses listed in the CTS will probably look like this

If the course has been previously articulated there will be a # under "Credit Hours"

If not there will be an *

Credits and contact hours???

Indiana University
OFFICE OF INTERNATIONAL SERVICES
International Admissions

Study Abroad Credit Transfer Agreement

UID: your ID #	E-mail Address: email@iu.edu
Name: you!	Dates of program: 08/15/2014 – 12/10/2014
City/Country: Blagoevgrad/Bulgaria	College/University issuing transcript: American University Bulgaria
Program contact: person's name	Contact's e-mail: that person's e-mail
Program website:	

Overseas Courses			IU-Equivalent (completed by International Admissions)			
Dept.	Course #/Title	Credit Hours	Dept.	Course #	Credit Hour	Comments
SOC	476/ Sub-Cultures: Lifesty,Lit,Mus	3	CMCL	C-334	3	
HIS	339/ Bulgaria and The Former Soviet Block	3	HIST	UN-100	*	
SOC	455/ Balkan Living and Survival Seminar	6				Requires departmental approval

Notes:

*1 IU credit = 15 contact hours

*IU will award the same number of credit hours as the **American University Bulgaria**.

- A maximum of 16 credits is awarded for a semester of study.
- We require an **American University Bulgaria** transcript with credit-bearing courses listed as their courses. Credit will not be awarded for courses listed as transfer credit.
- Credit will not be awarded for grades lower than a "C" equivalent at IU.

Reviewer name: Jezreel McMillen
Date:

International Admissions can only award undistributed 100 level credit

If department approval is needed, the course will need to be evaluated before International Admissions can award credit

13. Creating a Credit Transfer Agreement (CTA) Continued...

Now you are ready to complete the following:

- Gather information from your non-IU program about the classes you plan to take. Make sure you know the course subject, title, number, and credits.
- Create an iStart account and fill in the information you previously gathered in the Credit Transfer Agreement. When you have input information about all of the classes you want reviewed, click submit.
- Complete the form before the deadline (**May 1st** for summer, fall, and academic year programs and **November 15th** for spring programs)
- Allow 2-3 weeks to get the completed form e-mailed back to you from International Admissions.
- The student is responsible for picking out classes on their non-IU study abroad program. You should first review your advising report in your Student Center, then meet with your academic advisor for further guidance on appropriate classes to take.



14. The Credit Transfer Agreement

Keep in mind that...

1. Only electronic copies of the CTA will be accepted for non-IU study abroad programs; do NOT complete a paper copy.
2. “UN” as in “SOC UN-100” refers to transfer credit that would be given undistributed Sociology credit.
3. Course articulations on your returned CTA do not mean you have to take the courses you listed; if you take a different class than you listed initially, International Admissions will process whatever is listed on your transcript. If you need the course to equate to a specific IU equivalent course, have the class evaluated by the IU department you wish to receive credit from.
 1. Take/email the course description and syllabus to the appropriate department for evaluation; students can check with the academic advisor in that department to inquire about the evaluation process.
 2. When they make a determination, the department will complete a course approval form and forward it to International Admissions.
 3. International Admissions will then update your CTA and send you a new copy via email with the updated equivalency



Useful links and information...

1. Non-IU Procedure #2: Arranging for Credit to Transfer:

<https://overseas.iu.edu/programs/non-iu/procedures.html#1-2>

2. Non-IU Procedure #8: Post-Program Procedures:

<https://overseas.iu.edu/programs/non-iu/procedures.html#1-8>

3. Petition form for CASE culture studies requirements:

<https://college.indiana.edu/doc/student-portal/undergrad/culture-studies-guidelines.pdf>

4. How to satisfy World Languages and Cultures and Global Civilizations and Cultures requirements:

<https://overseas.iu.edu/planning/academics/general-education.html>

5. After completion of the program, transcripts should be sent to:

*Office of International Admissions
Poplars 221
400 E. Seventh Street
Bloomington, IN 47405*

6. It can sometimes take many months for transcripts to be generated and sent to Indiana University for processing. Work closely with your non-IU program to ensure transcripts are sent within 6 months upon completion of the program, and note that processing of transcripts can sometimes take 4 to 6 weeks once it reaches International Admissions.

