

**Mines International Office
Prior Approval Form for Study Abroad Credits
Instructions for Submitting Prior Approvals**

Step 1: View Pre-Approved Courses

Review the pre-approved courses database for your chosen host university (if available). Remember, having a course pre-approved **does not guarantee** it will be offered at your host university. You should check each course against the current list of available courses on your host universities website. After selecting pre-approved courses, go to step 2 **or** 3.

Step 2: Instructions for Electronic Submission (Preferred)

2.1) Complete the Prior Approval Form by listing **all** the courses you intend to take at your host university, writing in both the name and number of the course. Fill in their requested equivalent at Mines. Fill in the number of credit hours at your host university, but **leave the grey boxes blank**. *Typed forms are preferred over handwritten.*

2.2) For each course that is **NOT** on the list of previously approved courses, download a syllabi in .pdf format. Save each course as an individual .pdf with the following file name: MINESCOURSE NUMBER_Transfer_HostUniName_YourLastName. If submitting multiple courses for the same Mines class, number them as 1, 2, 3 ect.

Example File Name: MATH225_Transfer_Canterbury_Peters.pdf

You can abbreviate your host program name if needed.

2.3) Email the prior approval form and all .pdf syllabi to abroad@mines.edu with the subject line Lastname, Prior Approval for Host School/program

Example: Peters, Prior Approval for John Cabot University

Step 3: Instructions for Paper Submission (Skip this if submitting electronically)

Note: electronic submissions are preferred and will result in a faster response time

3.1) Complete step 2.1 above

3.2) Print each syllabi for courses that have not been pre-approved. Label the TOP of the syllabi with the MINES course code you would like it to transfer for. **Please DO NOT staple the syllabi.**

3.3) Bring all syllabi and the prior approval form to the international office, Green Center Room 219. Please do not staple the form.

Prior Approval FAQs

1) Can I change my prior approval form?

Yes! To add courses to this form, simply email abroad@mines.edu with the .pdf of the syllabi (saved the same way). Include in the email the Mines course you want it to transfer for. You do not need to submit another copy of the prior approval form.

2) How long does the prior approval process take?

It can take up to 6 weeks. Expect a slightly a shorter wait time if submitting electronically and following directions carefully.

3) How many classes should I get pre-approved?

About twice as many as you plan to take abroad. Even if all requested classes are approved, there may be timetable conflicts at your host university

4) Can I go abroad without a prior approval form?

Technically yes, however, failing to complete this form means there is no guarantee that the courses you take abroad will count towards your degree at Mines. Additionally, failing to transfer the minimum required credits may negatively impact your financial aid award (if applicable).

5) Can I contact a professor directly if I want to know about a class transferring?

Yes, although word-of-mouth approvals are not accepted. Please have the professor email abroad@mines.edu with your name, CWID, host university, host course name and number, and their approval of the Mines course equivalent.