

**Sam Houston State University**  
**International Programs**  
Exchange Agreement Study Abroad Procedures

If planning to study abroad through an independent program, without an exchange agreement with Sam Houston State University, the following procedures should be followed:

Prior to Departure

**Step 1** – Select study abroad university, and pick up Study Abroad Exchange Agreement Form.

**Step 2** – Select courses at proposed study abroad university and obtain course approval from appropriate faculty members/department chairs.

(If Foreign Language Study is involved please go to the Foreign Language Department for consultation. The Foreign Language Department requires proposed course descriptions and online linkage to proposed university information)

**Step 3** – Obtain approval from the Chair or Advisor of major department.

**Step 4** – Once approved by the Chair of Department, please submit a copy to the departmental secretary.

**Step 5** – Obtain registration approval from the Assistant Registrar.

**Step 6** – Obtain approval from the Director of International Programs. Receive Study Abroad Handbook.

**Step 7** – International Programs will submit a copy of the completed Study Abroad Exchange Agreement Form to Undergraduates Admission.

Upon Return

**Step 1** – Exchange students' transcripts from exchange universities will often be sent directly to the Office of International Programs. If the transcript is in a foreign language, the student must have it evaluated and translated. The Office of International Programs will send original transcripts to Undergraduate Admissions and copies to appropriate departments, professors, and the Registrars office.

**Step 2** – Confirm that the Office of International Programs has sent copies of transcript to appropriate department chair/professors and the registrars office.

**Contact: Office of International Programs: Reiko Clark, Ph.D. 294-4611 (reiko@shsu.edu) or Study Abroad 294-3276 (oip@shsu.edu)**