

# CSEP Course Approval Form Guide



How to successfully complete your CSEP Course Approval Form

# What is the CSEP Course Approval Form?

- The CSEP Course Approval Form is a required document for the CSEP online application.
- This document serves to inform Concordia International, your department, and your faculty about the classes you intend to take while abroad.
- This form is preliminary and subject to change based on department/faculty approval, course availability at the time of registration, and restrictions at the host institution, among other reasons.

# How do I fill out the form?

- You must fill the form out using Acrobat Reader (Apple Preview **NOT** compatible).
- You must fill every field that is not greyed out. Fields in grey are to be filled out by your department/faculty **ONLY**.
- You must upload the form to your CSEP Online Application directly, do **NOT** print the form out, or send the form to Concordia International or your department/faculty

# Section 1: Student Information



## CSEP Course Approval Form

1. Name:  Host Institution:  Program of Study:   
Student ID:  Host Country:  Level of Study: Undergraduate:  Graduate:   
2. Academic Year:  Exchange Term: Fall:  Winter:  3.

1. Please insert both your first and last name.
2. Academic year should be formatted as 2019-2020
3. Select both fields if you are going on a two term exchange.





# Sample Filled Form



## CSEP Course Approval Form

Name:  Host Institution:  Program of Study:   
 Student ID:  Host Country:  Level of Study: Undergraduate:  Graduate:   
 Academic Year:  Exchange Term: Fall:  Winter:

Please fill in all information, except for the Advisors' signature or approvals (greyed out sections), and upload to your CSEP application. You should list a minimum of 6 courses per host. The courses for the host that you are nominated to will have to be approved by your department advisor and/or faculty once you have been nominated by Concordia International, and are subject to change.

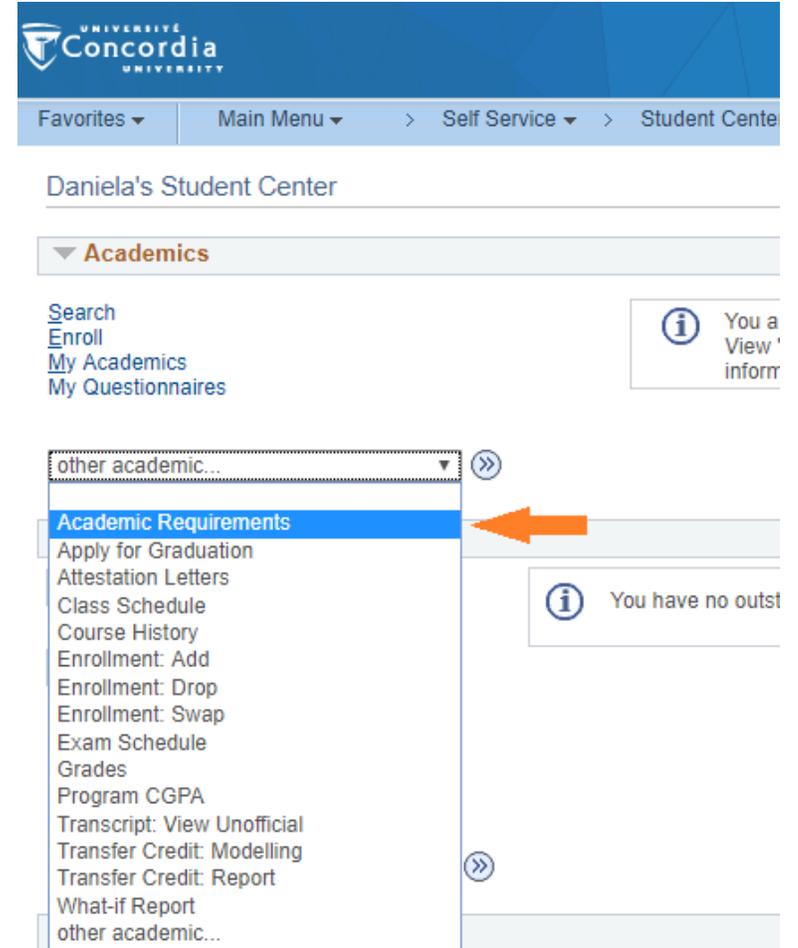
Host Institution				Concordia University										
Course Code	Course Name	Credits	Level		Course Code	Degree Fulfillment				Department/Faculty Approval				
			UG:	G:		Ma:	Mi:	El:	Co:	Y:	N:	alternative:	Db:	
13216	Introduction to Linguistics	5 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LING 200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13589	Semantics II	6 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LING 342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13698	Syntactic Structures	6 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LING 311	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45628	Survey of American Literature	4 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ENGL 240	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45973	Utopian and Dystopian Literature	6 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ENGL B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13879	Phonetics III	5 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LING 415	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45978	Feminist Literature of the 20th Century	4 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ENGL 344	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25897	Introduction to photography	5 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34789	Introduction to Art History	6 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68792	German II	5 ects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table key: UG: Undergraduate G: Graduate Ma: Major Mi: Minor EL: Elective Y: Yes N: No Co: Core Db: Database

Signing Authority Signature     
  Department Advisor, Major     
  Department Advisor, Minor     
  Faculty Advisor

# How do I know what classes to take?

- Refer to your course sequence/worksheet/academic requirements tab to determine what classes you have left to take in your degree.
- Once you have a clear idea of what you can choose from, try to find equivalent courses at the host institution, instead of browsing through their catalogue and trying to find something that matches it at Concordia.
- REMEMBER: You do not need to find an equivalent course at Concordia for general electives.



The screenshot displays the Concordia University Student Center interface. At the top, the university logo and navigation tabs (Favorites, Main Menu, Self Service, Student Centre) are visible. Below the navigation, the user's name "Daniela's Student Center" is shown. The "Academics" section is expanded, revealing a list of options. An orange arrow points to the "Academic Requirements" option, which is highlighted in blue. Other options in the list include "Apply for Graduation", "Attestation Letters", "Class Schedule", "Course History", "Enrollment: Add", "Enrollment: Drop", "Enrollment: Swap", "Exam Schedule", "Grades", "Program CGPA", "Transcript: View Unofficial", "Transfer Credit: Modelling", "Transfer Credit: Report", and "What-if Report".

# I completed my form- now what?

Submit your form(s) to your CSEP Online Application, one for every destination listed, up to three.

NOTE: While you will not be asked to submit course descriptions in your CSEP Online Application, once you have been nominated to one of your choices (you will be nominated to only one) you will be asked to provide course descriptions for the school that you are nominated to.

CI will review your forms along with your application and conditionally nominate you to study abroad at one of the destinations listed, contingent faculty permission.

# After Nomination

At this time you will be asked to resubmit the CSEP Course Approval Form and the course descriptions **FOR THE INSTITUTION TO WHICH YOU HAVE BEEN NOMINTED ONLY** to a new online application. CI will forward this to your department/faculty for approval after the submission deadline.

If you are planning on taking courses for your Major and your Minor, or if you are doing a double Major program, please note that you will have to fill a form for each program of study, as there can only be one signature on your form.