

# SCHOOL OF GRADUATE STUDIES

## How to get your courses approved for your semester abroad

Graduate students who wish to participate in the Concordia Student Exchange Program for semester at one of Concordia's exchange partners, will have to complete the steps below to assure that they will receive credits for the courses that they take abroad.

1. Graduate student submits an on-line application to Concordia International (CI) by given deadlines if they meet the eligibility criteria.
2. Concordia International places them to one of their choices
3. Graduate student submits courses to be approved by GPD using CSEP course approval form and returns the signed form with course descriptions to CI
4. Student applied to host institution and prompted and leaves on exchange if admitted by host institution
5. Upon reception of the official transcript after exchange, CI sends it to the GPD, GPA, School of Graduate Studies and student and informs that credit transfer should be done
6. GPD, GPA or student submits transfer request.
7. School of Graduate Studies transfers credits after reception of the request as long as courses taken have been pre-approved by GPD and courses have been passed with a minimum grade of B or above.

## Contact Us

Still have questions? Feel free to email us at [studyaway@concordia.ca](mailto:studyaway@concordia.ca) or visit our [website](#) for any important updates.