



Office of Overseas Study Non-IU Programs

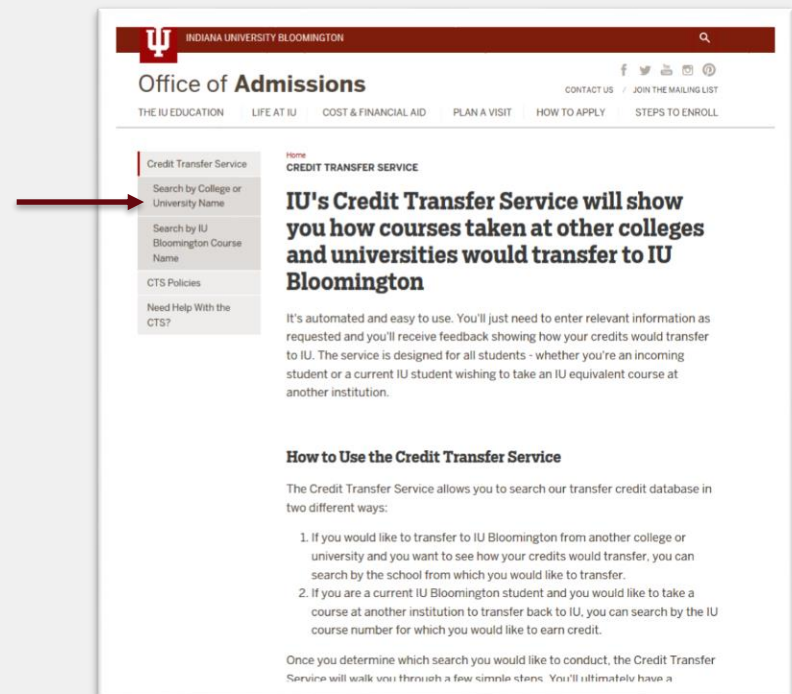


How to Use the Credit Transfer Service (CTS)
and
Complete a Credit Transfer Agreement (CTA)

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 IU Credit Transfer Service website. The header includes the IU logo and "INDIANA UNIVERSITY BLOOMINGTON". The main navigation bar lists "Office of Admissions" and various links like "THE IU EDUCATION", "LIFE AT IU", "COST & FINANCIAL AID", "PLAN A VISIT", "HOW TO APPLY", and "STEPS TO ENROLL". A search bar is in the top right. The left sidebar has four tabs: "Credit Transfer Service", "Search by College or University Name", "Search by IU Bloomington Course Name", "CTS Policies", and "Need Help With the CTS?". A red arrow points to the second tab, "Search by College or University Name". The main content area is titled "Home CREDIT TRANSFER SERVICE" and features a heading: "IU's Credit Transfer Service will show you how courses taken at other colleges and universities would transfer to IU Bloomington". Below this is a paragraph explaining the service's purpose and a section titled "How to Use the Credit Transfer Service" with two numbered steps. The first step is for students wanting to transfer to IU from another college or university, and the second is for current IU students wanting to take a course at another institution to transfer back to IU.



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

INDIANA UNIVERSITY BLOOMINGTON

Office of Admissions

CONTACT US / JOIN THE MAILING LIST

THE IU EDUCATION | LIFE AT IU | COST & FINANCIAL AID | PLAN A VISIT | HOW TO APPLY | STEPS TO ENROLL

Credit Transfer Service

Home
CREDIT TRANSFER SERVICE

Search by College or University Name

Search by IU Bloomington Course Name

Shopping Cart

CTS Policies

Need Help With the CTS?

Where is your college or university located?*

Country:
United States

State:

* 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



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.



INDIANA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES
International Admissions

Study Abroad Credit Transfer Agreement

UID: 000XXXXXXX

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
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

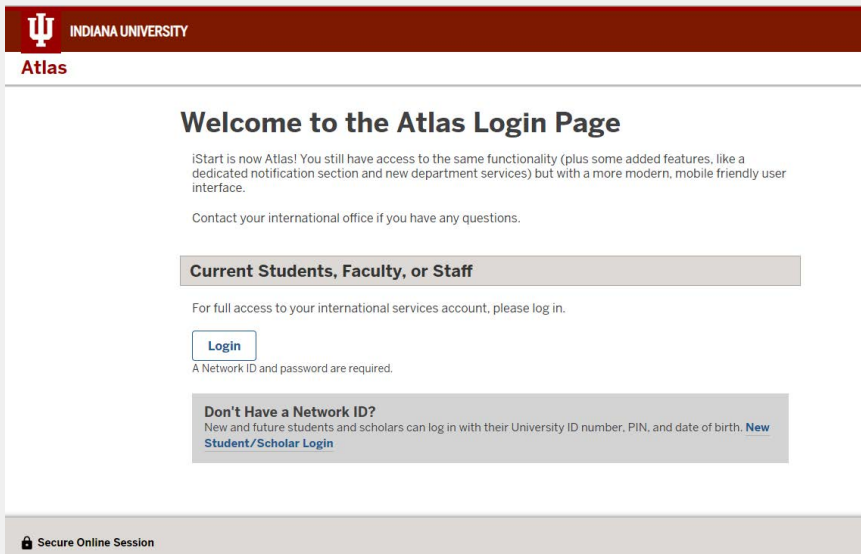
Date: 10/01/2014



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 Atlas Login Page for Indiana University. At the top left is the IU Psi logo and the text "INDIANA UNIVERSITY". Below that is the "Atlas" logo. The main heading is "Welcome to the Atlas Login Page". A message states: "iStart is now Atlas! You still have access to the same functionality (plus some added features, like a dedicated notification section and new department services) but with a more modern, mobile friendly user interface." Below this is a link to "Contact your international office if you have any questions." There are two main sections: "Current Students, Faculty, or Staff" and "Don't Have a Network ID?". The "Current Students, Faculty, or Staff" section includes the text "For full access to your international services account, please log in." and a "Login" button. Below the button is the text "A Network ID and password are required." The "Don't Have a Network ID?" section includes the text "New and future students and scholars can log in with their University ID number, PIN, and date of birth." and a link for "New Student/Scholar Login". At the bottom left of the page is a "Secure Online Session" indicator.

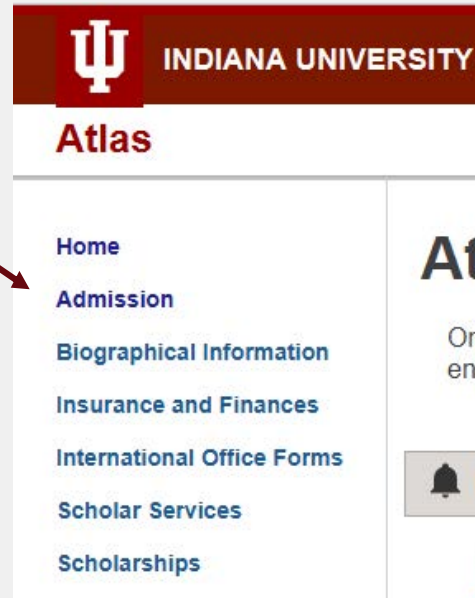
How to start the CTA:

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.

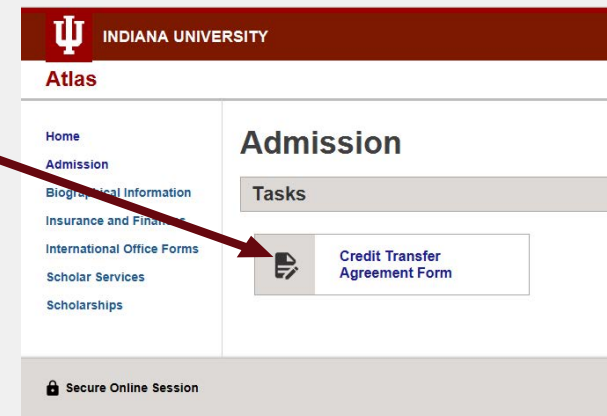


8. Completing a Credit Transfer Agreement (CTA) Continued...

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:*

Date program classes end:*

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:

Select File

Do you plan to take another course while overseas?*

Yes No

Save Draft

Submit

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.





INDIANA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES
International Admissions

Study Abroad Credit Transfer Agreement

UID: 000XXXXXXX **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
CLL	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...



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:

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???

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: Jezree 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.

