



American University in Bulgaria  
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**PRIOR APPROVAL FOR OFF-CAMPUS STUDY**  
**for outgoing Erasmus Students**

**STUDENT**

Name:

ID #:

Home Street Address:

Home City:

Postal Code:

Country:

E-mail Address:

Major in:

**PROCEDURE FOR STUDENT**

1. Download the form and fill in the required student information.
2. On the second page list the courses you plan to take and the number of ECTS credits.
3. Email the complete form to the appropriate Department chair for recommendation. Attach course descriptions or other course information available from the web site of the institution where the course work will be taken.
4. Take the form to the Dean of Faculty, (BAC 105) and request his/her signature.
5. Submit the completed form to the ECTS Coordinator, (BAC 106).
6. Upon completion of the courses at your host institution, request that a transcript be sent to the Erasmus Office (ABF Student Center 6205)

**NOTE:**

1. PRIOR APPROVAL ASSURES CREDIT FOR WORK TAKEN AT ANOTHER INSTITUTION PROVIDED A SATISFACTORY GRADE IS EARNED.
2. The credits for courses taken at another institution will transfer but not the actual letter grade earned; therefore the grades earned in these courses will not affect a student's grade point average.
3. No credits from other institutions earned after the date a student enters AUBG can be counted toward an AUBG degree UNLESS the student has acquired pre-approval of proposed course (s) or credits.
4. Credits earned on Erasmus exchange count toward the attempted hours. This reduces the number of semesters necessary to fulfill the graduation requirements at AUBG and the number of semesters with financial aid awards respectively.
5. The number of credits accepted for transfer from a single term (semester) of study cannot exceed 17 credits per semester or the equivalent.
6. AUBG applies to following formula to convert ECTS credits to AUBG credits: 2 ECTS credits = 1 AUBG credit. Transfer credits are recorded on the student transcript precisely, including fractions (half-credits).
7. Students may not transfer credit earned at other institutions during periods when the student was simultaneously enrolled in AUBG courses.
8. In case you would like a course taken at another academic institution to fulfil a specific general education requirement at AUBG, you need to fill in the appropriate GE Transfer Course Approval Form and submit it with this form to the ECTS Coordinator. For further instructions, please contact the ECTS Coordinator.

**STUDENT TO COMPLETE**

I request permission to have work taken at

During the \_\_\_\_\_ semester of the \_\_\_\_\_ academic year evaluated and posted to my AUBG

Transcript. I have read and understand the regulations that apply to transfer credits.

Student's Signature:

Date:

*See next page for list of courses*



**COURSES TO TRANSFER**

Student to Complete			Department Chair to Complete			
Course Number at OTHER University	Course Title	ECTS Credits	AUBG Course Equivalent	AUBG Cr. Hrs.	Department Chair's Signature	Comment

**DEAN OF FACULTY APPROVAL**

Name:

Date: