**How to obtain Foreign Language transfer credit and/or FL mode of inquiry credit for courses taken abroad (Dept. of Romance Studies):**

☐1. Start your research by visiting Duke Global Education’s web site:

<http://globaled.duke.edu/Getting_Started>& <http://globaled.duke.edu/Programs/Semester>

☐2. Identify the program you are interested in and check with Global Education to see if it is a Duke

Approved program: [http://globaled.duke.edu/Programs](http://globaled.duke.edu/Programs%20)

<http://globaled.duke.edu/uploads/media_items/trincollflyer-revised-pdf.original.pdf>

☐3. If the program is Duke-approved **and you will not** be seeking FL credit for the course, fill in the Duke on-line application and the application for the program itself.

<http://globaled.duke.edu/Getting_Started/How_to_Apply>

If the program is not Duke Approved, you will have to schedule a meeting with Global Education and go through a petition process to have the program reviewed by the Global Education Committee.

☐4. If you will be taking any courses which are not listed in the GEO database of approved courses, fill out the Study Abroad Transfer Credit Request form (following the instructions below in items 1-3).

**If you are seeking Foreign Language (FL) credit for the course**, visit the Duke Global Education site for information on the transfer request process:

<http://globaled.duke.edu/for_students/Academics/Grades_Tranfer_Credit/Transfer_Credit_Process>

☐1. If you intend to apply for FL credit for this course, obtain the Study Abroad Transfer credit approval form from Global Ed: <http://globaled.duke.edu/uploads/media_items/transferapproval-1-pdf.original.pdf>

☐2. Submit the Transfer credit approval form along with the Information Sheet (page 2 of this checklist) to Ms. Anita Vanerelli in Romance Studies, Languages 104.

☐3. You will receive approval for generic transfer credit (i.e., with no specific course equivalent) at either the 100 or 300 level.

☐4. While abroad, collect all course materials (syllabus, graded oral and written homework, tests etc.) to bring back to Duke.

☐5. As soon as you arrive on campus in the fall or spring semester immediately following your abroad experience, and no later than week 2 of the semester, complete the FL mode of inquiry request form found on this page:

<http://trinity.duke.edu/academic-requirements?p=transfer-credit>

Present the completed form along with all materials from the course to the Romance Studies Program Coordinator in Languages 107, Kim Travlos [Kimberlee.travlos@duke.edu](mailto:Kimberlee.travlos@duke.edu). You may be asked to take a proficiency test to demonstrate level appropriate skills. *If you are enrolling in a language class in the semester you return, it will be important to submit materials for course approval immediately on your return during the first week of classes.*

☐7. Final review of your request will be conducted by the Dean of Courses and Curriculum. You will be informed by email when your request has been evaluated.

**Department of Romance Studies Study Abroad Course Approval Information Sheet**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term: □ Fall □ Spring □ Summer Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please attach syllabus (if available) or as detailed a description as possible including contact hours. (Note that all course materials—syllabus, graded oral and written homework, tests, etc. must be submitted at the time of application for FL mode of inquiry.)*

Is this course listed in the GEO database of approved courses? □ Yes □ No

Is this request part of a petition for a non-approved program? □ Yes □ No

What type of credit are you seeking? *(Check any that apply.)*

□ Course credit toward graduation only

□ Trinity FL mode of inquiry credit

Credit for: □ Major or □ Minor in the Department of Romance Studies (current or planned)

What is your expected date of graduation?

Fall □ Spring □ Summer □ Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the foreign language courses you have taken at Duke or in other programs abroad, indicating any for which you received the Trinity FL mode of inquiry:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please allow at least two weeks for review and processing of your request.)*