



Office of the Registrar
5000 Deer Park Drive SE
Salem, OR 97317-9392



CORBAN UNIVERSITY
CENTER for
GLOBAL ENGAGEMENT

Use this form to request Corban University credit for study abroad courses. AMBEX students do not need this form.

Step 1

Provide the information on your study abroad program:

Your Name _____ Your Email: _____ Your academic level and GPA: _____

Program name: _____ Program Location: _____ Program year and semester: _____

Step 2

Enter information on the courses for which you are requesting credit. Attach syllabi, if available, or course descriptions.

Study Abroad program	Corban University	Notes
Enter the course(s) you will take	Enter the course(s) for which you want to receive credit	
Course code: Course title: Course credits:	Course code: Course title: Course credits:	
Course code: Course title: Course credits:	Course code: Course title: Course credits:	
Course code: Course title: Course credits:	Course code: Course title: Course credits:	
Course code: Course title: Course credits:	Course code: Course title: Course credits:	
Course code: Course title: Course credits:	Course code: Course title: Course credits:	
Course code: Course title: Course credits:	Course code: Course title: Course credits:	

Step 3

Submit this form to the Center for Global Engagement in Academic Center room 5509.

Office use only

Department Chair (1)
Name _____

Signature _____ Date: / /

Registrar's Office
Name _____

Signature _____

Department Chair (2)
Name _____

Date _____ / _____ / _____

Signature _____ Date: / /

Approved: YES NO



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GUIDELINES

- In notes, please indicate if you seek a course equivalency or a course substitution. (In most cases, students seek a substitution rather than an equivalency).
- Approval of study abroad courses for Corban University substitution or equivalency credit is at the discretion of the Office of the Registrar.
- The course code, course title, and course credits written under the “Study Abroad program” column will appear on the student’s transcript (pending confirmation from the study abroad program itself). However, in the “Notes” column, the Registrar’s Office may indicate adjustments to the course code, course title, and course credits.
- Students should not consider the substitution or equivalency credit confirmed until the relevant department chairs and the Registrar’s Office have signed the *Office use only*. Each substitution or equivalency credit is reviewed on a case-by-case basis for accreditation purposes.
- If you seek to fulfill a Corban University elective credit with a Study Abroad substitution or equivalency, please leave the “Course code” section blank under “Corban University”.