

**Exploring Study Abroad Opportunities
School of Biomedical Engineering
Colorado State University**

When can I study abroad?*

BME+CBE = 2nd year-2nd semester; 4th year-2nd semester

BME+EE/BME+EE (L&O) = 2nd year-1st semester or 4th year-1st semester

BME+MECH = 2nd or 3rd year

All BME majors = Summer, Winter Break, Spring Break

*Note: These are typically good terms to study abroad by partner major, but others may work, also.

1. Make an appointment with your BME academic advisor and discuss the following:

- Best terms to study abroad
- Potential courses to be taken abroad (engineering, AUCCs, etc.)
- A tentative study abroad academic plan
- Introduction to the BME Recommended Program list

2. Schedule an appointment with an education abroad peer advisor through the CSU Ed Abroad website. Peer advisors can help you:

- Navigating the education abroad website and identifying additional resources
- Scholarship and financial aid
- Locations and programs

3. Research on your own.

- Visit the CSU education abroad website to research programs
<http://educationabroad.colostate.edu/>
- Click “Program Search” at top of page
- Scroll down to “Recommended Programs”, and select “Biomedical Engineering”

Academics & Program Type

CSU Sponsored Program: Any
Subject Guide: Agricultural Business, Agricultural Economics, Agriculture and Agroecology

Program Type: Any
*CSU Semester(s), *CSU Short-term, Affiliated Provider

Recommended Programs: Biological Science, Biomedical Engineering, Chemical and Biological Engineering, Communication Studies, Computer Science

- Visit partner major website – some have pages dedicated to education abroad.
 - Check out sample academic course planning sheets on the SBME website under “Student Resources; Education Abroad” – coming soon
- *Note:** Courses are subject to re-evaluation and consideration by the teaching department.
Students interested in going abroad must clear plan with academic advisor.

4. Schedule an appointment with an Education Abroad Coordinator based on the region or program you are interested in. Visit the Ed Abroad website and click on “Schedule an Appointment” – virtual and limited in-person advising are currently available. At this appointment, you will discuss:

- Your academic plan
- Your academic, personal, and financial priorities
- Program housing
- Narrowing down your program options based on considerations above
- Financial aid and external scholarships
- Application and pre-departure process
- Additional topics related to student experience abroad (disability services, health and safety, identity abroad)

5. Complete the CSU Education Abroad Transfer Credit form, found on your myEdAbroad portal on the Ed Abroad website.

- Find courses from the ed abroad institution you are interested in, that are typically offered the term you want to study abroad, and may transfer back to CSU.
- Some courses may have already been evaluated and you can find them on the BME sample course planning sheets on the SBME website under “Student Resources” “Education Abroad” (coming soon)
- Submit the form to the Registrar’s Office via the Office of the Registrar’s website - <https://registrar.colostate.edu/international-transfer-credit-education-abroad/>



Colorado State University

EDUCATION ABROAD TRANSFER CREDIT APPROVAL FORM

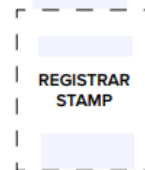
This form is required for all CSU undergraduate students participating in an approved transfer credit education abroad program. Coursework is pre-evaluated by the Registrar’s Office to determine how it will transfer back to CSU.

STUDENT INFORMATION

Name: _____ CSU ID #: _____ RAMS Email Address: _____
 Program Name: _____ Location: _____ Sponsor (i.e. CSU, ISA, USAC): _____
 Term Abroad: _____ Institution Issuing Transcript: _____

STUDENT INSTRUCTIONS/CHECKLIST

- o STEP 1: Determine your CSU Graduation Requirements (look at DARS or meet with your ASC/academic advisor).
- o STEP 2: Research courses at your host institution that meet requirements and save electronic copies of all course descriptions.
- o STEP 3: Save this form to your desktop. Close the form and reopen using Adobe. Fill in “Completed by Student” sections.
- o STEP 4: Upload Transfer Credit form and all course descriptions to the following website:
<https://registrar.colostate.edu/international-transfer-credit-education-abroad/>
- o STEP 5: Check your @RAMS email for receipt of your evaluated form (allow two weeks for processing).
- o STEP 6: Email the form to your major/minor ASC/advisor(s) for final assessment and advisor signature.
- o STEP 7: Make a copy for your records. Completed forms should be emailed to educationabroad@colostate.edu.



COMPLETED BY STUDENT		COMPLETED BY REGISTRAR		COMPLETED BY DEPARTMENT/ADVISOR			
Host Institution Course Information		CSU Course Equivalency & Initial	# of credits awarded	√ if equivalency determined upon return	Indicate major, minor, and/or elective requirement	√ if applies to all students	Re-evaluation & Initial
Course Prefix/Number (i.e. SOC 100)	Course Title						

REGISTRAR COMMENTS:

Direct Enrollment/Unaffiliated Approval (required for programs not listed in the Education Abroad program search): _____
 Education Abroad Coordinator Signature _____ Date _____

ASC/ACADEMIC ADVISOR APPROVAL & COMMENTS:

ASC/Academic Advisor Name _____ Signature _____ Date _____
 Second Major/Minor Advisor Name (if applicable) _____ Signature _____ Date _____

6. **Once you receive your Education Abroad Transfer Credit form back from the Registrar, check the courses to see how they were evaluated. If you need a course to transfer back as a specific CSU course e.g. "MECH 342" instead of "MECH3++", you may need to seek approval from the academic department to ensure it is an acceptable/equivalent course.**
 - For academic department approval, see instructions on page 4 "Requesting a Course Transfer Evaluation from a CSU Academic Department"
 - See your education abroad coordinator for help finding course syllabi from SA institutions
7. **Once your Education Abroad Transfer Credit form has been evaluated by the Registrar and academic departments (if needed), make an appointment with your BME advisor to approve and sign the form. Advisor will put a copy in your file.**
8. **Complete the myEdAbroad portal application.**
9. **Enjoy your time abroad and please share your photos and experiences with your BME advisor!**



Requesting a Course Transfer Evaluation from a CSU Academic Department

Please give the evaluator at least one month to review.

1. To request a study abroad course evaluation by a dept. (after it has been evaluated by the Registrar's Office), email the contact(s) below. Be sure to include the following:

- Reason for your request
- Term you are studying abroad
- Study abroad institution
- Study abroad course number and title
- How you are hoping the course will be evaluated (e.g. MECH 342, ECE 204, BME Technical Elective, AUCC, etc.)
- Study abroad course syllabus (as attachment)

If you need to contact a dept. that is not listed below, please reach out to that department directly for instructions on how to get a study abroad course evaluated.

(Please give the new contact to your BME advisor so we can add the department to our list!)

2. Forward the email approval (or denial) from the dept. to your BME advisor.

Academic Dept./Course Pre-fix	Contact	Email
Biology/Life	Dr. Paul Laybourn	Paul.Laybourn@colostate.edu
Chemical and Biological Engineering	Ms. Claire Lavelle	claire.lavelle@colostate.edu
Chemistry	Dr. Carlos Olivo	colivo@colostate.edu
Composition	Dr. Emily Morgan	emily.j.morgan@colostate.edu
Electrical or Computer Engineering	Ms. Courtney Johnsrud or Ms. Karen Ungerer	courtney.johnsrud@colostate.edu karen.ungerer@colostate.edu
Honors	Ms. Diane Burton	diane.burton@colostate.edu
Math	Ms. Hilary Freeman	hilary.tanner.freeman@colostate.edu
Physics	Dr. Martin Gelfand	martin.gelfand@colostate.edu

Some departments require a different evaluation process. See below.

Biomedical Engineering course/BME TE: Requires petition. Email your BME advisor a completed *Petition for Substitution of Classes* (found on [CSU BME Undergrad website](#) under "Forms") and the SA course syllabus.

Civil Engineering course: Email your BME advisor the information listed above and SA course syllabus.

Mechanical Engineering course: Requires petition. Email your BME advisor a completed **Mech** *Petition for Substitution of Classes* (found on the [CSU BME Undergrad website](#) under "Forms") and SA course syllabus.