

For students completing a semester or full year outside of New Trier for foreign exchange or outdoor experience, etc., with the intention of returning to New Trier, **prior approval is suggested** to ensure credit transfer satisfies progress toward graduation.

Here are the steps toward obtaining approval.

STEP 1: Talk to your Adviser

- Clarify timing of date leaving, date returning
- Discuss courses to be taken in outside program
- Discuss courses you plan to take upon your return
- Start to fill out the Intent to Study Abroad form

STEP 2: Contact your Outside School/Program for Course Information

- Acquire a list of courses and course descriptions from your outside school/program
- Making an informed decision may require information from multiple sources; Research the outside program's details so you have the information ready when working through the details with New Trier.
- Only work completed at accredited schools/programs will be considered.
- Online courses do not transfer at New Trier.
- New Trier does not provide referrals or lists of outside schools/programs.

STEP 3: Submit your *Intent to Study Abroad Form* (with all signatures) and Course Descriptions to the Registrar

- You are expected to complete all New Trier graduation requirements; please plan your course schedule accordingly.
- For some courses, the Adviser or student may need to talk to the Department Chair(s) about course details regarding placement in appropriate New Trier courses upon return.
- Not all outside courses have equivalencies at New Trier; a Department Chair will help determine whether additional coursework is needed to stay on track for graduation (which may include summer school and/or doubling up on credits upon return).
- Kinetic Wellness is exempt for any terms completed outside Illinois.
- English courses taken outside the US transfer as ELL (English Language Learner) on the transcript.
- A full year of US History and Constitution Test is required for all students; Juniors who are abroad must still satisfy this requirement upon return.
- Junior Theme is required for all students; Juniors who are abroad must satisfy this English department requirement upon return.

STEP 4: Submit Official Transcript

Once you have completed your program, you are required to submit an Official/Sealed Transcript in order for credit to transfer to New Trier. **If you are studying outside the US, it is recommended that you request and take a sealed transcript home with you upon completion of your program.** Most schools within the US will mail a final transcript directly to New Trier upon your request.

