Credit/Grade Conversion Checklist
International Programs in Engineering

To ensure appropriate and timely credit hours and grade conversions for your courses from your study abroad institution to the University of Illinois, all students need to:

A. Ensure that the host institution sends a complete transcript, including grades and credits earned, to the International Programs in Engineering Office. Students studying in Germany will need to get a Schein from each of their course instructors.

B. Be prepared to submit the following information for each course. Upon return to campus, this information may be needed to determine how your study abroad credit will be used toward your academic program.
   - Syllabus
   - Completed Exams
   - Written Exams
   - Homework or other assignments

C. Record the number of formal instructor/contact hours. If the contact hours are not stated in an official document or are different than those stated, then the student should have this form completed by the instructor for the course and relevant contact at the host institution’s international office. Submit this information to the International Programs in Engineering Office. (Make as many copies of this form as needed or visit http://www.engr.uiuc.edu/international/forms/index.htm to print additional copies.)

   Student’s Name: ____________________________________________________ Email: ______________________
   Course: ___________________________________ Term: ______________
   Formal requirements of the course: __________________________________________________________________
   __________________________________________________________________
   Number of Formal Contact Hours: _______ Credit earned: ______ Grade earned: _______
   Instructor Signature: ______________________________________________ Date: ______________________
   Instructor name (printed): __________________________________________
   International Office Signature: _________________________________________ Date: ______________________
   International Contact Name (printed): ___________________________________
   Title of International Contact: _________________________________________
   Email Address: _____________________________________________________

To Be Completed Upon Return by UIUC Chief Advisor: (for technical/science related courses only)

I have reviewed the relevant course material and verify that the student should receive ______ hours of credit for this course.

Chief Advisor Signature: ____________________________________________ Date: ________________

This form must be returned to the IPENG Office by the student:
International Programs in Engineering at the University of Illinois at Urbana-Champaign
210 Engineering Hall • 1308 W. Green • Urbana, IL  61801 • USA