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| --- | --- | --- | --- |
| Massey Student ID |  | Name |  |
| Programme |  | Major and Minor(s) |  |
| Exchange Host University |  | Massey Exchange Semester(s) |  |
| 60 Massey Credits/Full-time Study equates to | **\_\_\_\_** credits at the host university | Semester at Host University |  |

**Instructions for how to complete this form:**

1. List courses that you would like to take at the host university. Check the semester offered, level and credits for all courses to match the requirement for your Massey degree.
2. Add the course title and description with the URL where you found the information.
3. Add the corresponding course offered at Massey which you aiming to replicate. The content needs to be similar for the academic approval of the credit transfer.
4. Send this form to [studyabroad@massey.ac.nz](mailto:studyabroad@massey.ac.nz) once you have completed it. The courses listed on this form will be formally assessed and a credit advice letter created, showing courses pre-approved for your exchange semester\*.

*\* The transfer of credit cannot be completed until an official transcript from the host university is received by the Student Mobility Office. Courses taken on exchange that are not listed on the credit advice letter may not be transferred to your degree. Revised credit advise letters may be issued when necessary.*

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| *Student to complete:*  Provide details about the host university courses you want to credit toward the Massey courses listed in the first column | | | *Student to complete:*  List the Massey courses you want to earn credit for while studying overseas | *Academic Services to complete* |
| Course/Module Number | **Credit Value** | **Course Title, Course description and link (if course catalogue is available as PDF only, please include the page # in the catalogue)** | **Course code or level and description, e.g. 100-level elective** |  |
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