Directions – The Office for Study Abroad has created an online Course Approval Transfer Credit System (CATS) to help facilitate transferring your courses from abroad.

Please note: To access the CATS system, you must be using (1) an on-campus internet connection or (2) you may download GW’s easy-to-use Virtual Private Network (VPN) onto your PC or Mac. Step-by-step instructions for connecting to the VPN are available online at https://studyabroad.gwu.edu/using-the-vpn-to-access-cats

To have your courses reviewed for transfer credit, please access the CATS homepage with the following personal information:

**Log In:**

**Website:** https://go.gwu.edu/CATS

**User Name:** Your GW NetID

(Example: gwashington)

**Password:** Your GW Password

(Your regular NetID Password)

**Home Page**

After logging in, you will be brought to your home page. All of GW CATS’ main functions can be found in the Student Links box on your home page. To submit a Course Approval Request, please click on the first button on the left as indicated in the photo below.
1. Your personal student information should automatically populate (name, GW email address, and GWID).

2. Select your school (e.g., GWSB or SEAS), study abroad program, study abroad country and city from the drop down menus.

   *Please note that if you are petitioning a program, or if your program, country and/or city does not appear in the drop down menu, you should send a message to the Office for Study Abroad (OSA). In that message, please indicate the information that you would like added to the drop down menu(s). Someone from OSA will contact you once those updates have occurred; at that point, you will be able to submit your course approvals.*

3. Next you will select one of the following three categories related to your course:

   - **Pre-Approved** – This is a course that appears on the Pre-Approved Course List. You must still request credit for the course through this system; no faculty approval will be necessary, but the Office for Study Abroad needs to know that you’re requesting credit to complete the process.

   - **New Course** – This is a course that does not appear on the pre-approved course list or you wish to request a different equivalent for a pre-approved course.

   - **Decline Credit** – Please keep in mind that students must transfer a minimum of 12 credits and a maximum of 18 credits from a semester abroad.
Pre-Approved Section

1. A list of pre-approved courses will populate according to your study abroad program.

2. Choose the course title, number and GW Equivalent in the Pre-Approved course detail box. Add any comments (if applicable) and submit.

New Course Section

If the course does not appear on the Pre-Approved Course List, please select this option and provide the following information:

1. Course title exactly as it appears in the course description and/or syllabus from your abroad institution. Please do not abbreviate words in the course title. Also, please do not include any numbers in the course title box.

2. Course number (if applicable) exactly as it appears in the course description and/or syllabus from your abroad institution. Please do not substitute a GW department abbreviation; list the course as it appears at the host institution.

3. Select the appropriate GW Department that closely aligns with the academic content of the course you are having reviewed. If you take a course with no equivalent or corresponding department at GW, you should seek approval for interdisciplinary credit (IDIS). CCAS students should go to Student Services (Phillips Hall 107) to obtain signature approval. Students enrolled in SEAS, ESIA, or GWSB must obtain approval for IDIS courses from their academic advisor.
4. Provide a link to a syllabus or course description, if available in the “Syllabus URL” box. If you do not have that information as a file, you can attach a document by clicking the “add attachment” prompt.

5. Finally, if there are any special requests or explanations necessary for the department to review your request, please include those in the comments section. If you are seeking credit for a specific course, please indicate so here.

6. Choose submit once these steps have been completed.

Decline Credits

1. Students must transfer a minimum of 12 credits from their experience abroad. Declining credit request that reduce your study abroad credit below 12 credits for the semester will be returned to the student and the student must seek departmental approval.

2. If your coursework abroad exceeds 18 credits, you may pay for additional credits earned on a per-credit basis (please contact your study abroad advisor for further information on this). If, however, you would like to decline all or some of the credits associated with a course to keep the total to 18 or fewer, you may indicate that in the Decline Credits box. Please list the course and number in the boxes provided and add a comment to explain the request (e.g., “I took an Economics of the EU course while abroad and would like to accept 2 of the 3 credits in order to adhere to the transfer credit guidelines”).
Adding Additional Courses for Approval

1. When the prompt asks if you would like to submit another course (of any kind), select **OK** to add more courses or **Cancel** if you are done entering your courses. If you select “OK,” your Personal Student Information Section will remain and you will have the option again to select a pre-approved or new course or to decline credit.

Email Confirmation & Review

1. After Submitting a Course Approval Form, you will receive an email from studyabr@gwu.edu, notifying you of your submission.
2. On your GW CATS ‘Home’ page, you can also review your Course Approval submission by clicking on ‘My Course List’.

3. Within the ‘My Course List’ page, you can also review the status of all your Course Approval submissions.

If you have any questions regarding the process, please contact the Office for Study Abroad by e-mail (studyabr@gwu.edu) or call 202 994-1649.

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