



Cal State East Bay  
**REQUEST FOR STUDY ABROAD COURSE APPROVAL FOR GE**  
Instructions

Congratulations on your decision to add international perspectives and skills to your academic pathway! Once you have selected your CSUEB-approved international institution and program, your next step is to find out which courses interest you *and* may fulfill General Education (GE) requirements at CSUEB. You are encouraged to do your own fact finding by exploring the website of your chosen study abroad institution/program— *DO NOT ask advisors and faculty to tell you which courses to take*. Follow the steps below to determine which of your selected study abroad courses may be taken for GE credit. Please note that a separate request process and form will need to be completed for study abroad courses to be applied toward your major or minor.

1

**Determine which major and/or GE requirements you need to complete.**

Resources for this include:

- [University Catalog](#)
- [GE Website](#)
- [MyCSUEB Degree Audit Report \(DAR\)](#)
- GE Advisor (e.g., in AACE, EOP)

2

**Identify the study abroad courses you'd like to take.**

Go to the study abroad institution's website and find the courses that interest you. You may request more than one course in any given subject area for review—asking for a course to be reviewed for GE credit does not obligate you to take the course. You should also check the [CSUEB GE Study Abroad website](#) for pre-approved GE courses.

3

**Compile course descriptions and course syllabi.**

Download and save the course description and syllabus for each study abroad course you're considering taking (unless the course is already pre-approved), which will allow the evaluator to determine whether the course is equivalent to a CSUEB course and/or meets a [GE requirement](#).

4

**Complete the form on the next page.**

Download the form, read the instructions carefully, type in the course information, and save the file as "GE Study Abroad\_Your last name, First name\_Date" (e.g., GE Study Abroad\_Nguyen, Pamela\_5.11.23). List each course that you want reviewed for GE credit.

5

**Email the Request form and all accompanying documentation.**

Submit the Request form and all the course descriptions/syllabi listed in the Request form as attachments in an email to the GE Director at [GEStudyabroad@csueastbay.edu](mailto:GEStudyabroad@csueastbay.edu). Course reviews are typically completed within 3 weeks from the request date. If you have any questions, email the GE Director ([kevin.kaatz@csueastbay.edu](mailto:kevin.kaatz@csueastbay.edu)) or call (510) 885-2941.

