



# Credits & Transcripts

## **Before applying - Pre-approval of credit**

Before applying, students should consult with their home institution about credit recognition and transfer procedures and requirements for study abroad. Gustolab International will assist students in this process by working with the home institution to facilitate credit recognition. Syllabi are available upon request. Ultimately home institutions will determine credit. No program fee refunds will be made for any reason regarding the Credit Transfer procedures at the student's home institution.

## **After the program ends - Record of Study**

After successful completion of their courses or academic internship at GLi, students will receive a Record of Study from GLi. The Record of Study includes a course list and letter grades. It takes approximately two weeks to process. The Record of Study will then be sent to the address indicated by the student.

## **Are transcripts available?**

Yes, transcripts are available from Portland State University, the School of Record for Gustolab International. Transcripts are available for an additional fee.

## **How long does it take to receive grades?**

Students will receive GLi's Record of Study by email approximately two weeks after the end of the program. Students who have requested a transcript and have already paid the credit transfer fee will receive the transcript directly from Portland State University after the end of the program. Students planning to use credits earned on a study abroad program to graduate from their home institution should consult with the appropriate staff at the home institution BEFORE attendance.

## **What if I still owe money to the program ?**

GLi reserves the right to withhold the record of study in the case of unpaid balances due or any type of outstanding debts.



## **For students attending an academic internship program**

Participants will receive GLi's Record of Study by email approximately two weeks after the completion of the internship. This will contain a letter grade. Students who have requested a transcript and have already paid the credit transfer fee will receive the transcript directly from Portland State University after the end of the program. Students planning to use credits earned on a study abroad program to graduate from their home institution should consult with the appropriate staff at the home institution BEFORE attendance.

Students are asked to keep detailed records of their study and to make them available to home institutions. Student often receive 2 to 12 credits from their home institution depending on the length of the internship.

## **I have more questions**

Contact us using our **Contact form**.

Check out our course catalog

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