

Exchange Program

1. Credit Confirmation

[To be completed and signed by student and counter-signed by the academic staff member of the host institution]

Name of Student: _____

Student ID at IUJ: _____

Name of Host Institution: _____

Term/Year on Exchange: _____

Course of Study:

Course Title	Instructor's Name	Total Class Hours	No. of Credits (at host school)
<Example> Information Technology	Prof. A	28	2

* Total class hours do not include examination week(s).

Student's signature: _____ Date: _____

I confirmed that the above information is correct.

Host Institution Approval Signature: _____ Date: _____

Name and title: _____

2. Application for Credit Transfer to Your Specialization Area

If you would like to transfer credits obtained at a host school to the category of 'Courses for MBA Specialization', you should submit the syllabus of the course to the following faculty member and obtain his/her approval signature:

Finance: Prof. Lee

Management: Prof. Zhang Zhang

Marketing: Prof. Comai

IT/Operations Mgt./Supply Chain Mgt.: Prof. Li

Course Title	Specialization Area	Area Coordinator's approval Signature
<Example> Risk Management	Finance	Get Prof. Lee's signature

The final decision about credit transfer will be made at a GSIM faculty meeting.