

FAQ About the Certificate of Attendance

What is the Certificate of Attendance?

The **Certificate of Attendance** is a document that enables us to verify that you are properly registered at your the host university or on the Study Abroad Program, and that you complying with the academic policies at Baruch regarding study abroad. On the **Certificate of Attendance** form, you must:

- provide information about yourself and the host institution;
- list the title of each course you are taking at the host institution;
- list the Baruch College course equivalent to the host institution course;
- indicate whether the Baruch course has or has not been approved for Baruch credit.

Why do I need to complete and submit the Certificate of Attendance?

While you are abroad, the only course listed on your CUNYfirst record is the placeholder STABD course. We must be able to verify that:

- you are enrolled for 12 transferable credits while studying abroad for a semester;
- you are enrolled in courses at the host university that are approved for Baruch credit;
- you are eligible to take the courses you are enrolled in (i.e., you must have completed the prerequisite(s) of the equivalent **Baruch** course.

We do this by means of the **Certificate of Attendance**. According to Baruch academic policy, you must be enrolled in a minimum of 12 transferable credits. This is also the same requirement for federal and state financial aid, and for many scholarships (including the Gilman Scholarship, the CV Starr Study Abroad Fellowship and the FWA International Study Scholarship).

When do I need to complete and submit the Certificate of Attendance?

You should complete the **Certificate of Attendance** as early in the semester at the host institution as possible, but only after you have finalized your registration at the host institution. The form is designed also to serve as a reminder to you to make certain that all courses you are taking abroad are approved for Baruch College credit. If any courses you list on the **Certificate of Attendance** have not been approved for credit, you must make certain that you submit materials for any new Course Equivalency Approval Requests (CEARs) through the Study Abroad Portal as soon as possible. Moreover, if you have not completed the prerequisite(s) of the Baruch course equivalent you are requesting on any new CEAR you submit, you will also be required to submit a request for a prerequisite waiver.

How do I complete the Certificate of Attendance?

The **Certificate of Attendance** is a "fillable" PDF file. You should complete the portion of the **Certificate** that you are required to fill out, print the form, and give it to an official of the host institution (this should be someone in the administration, not an instructor). The official needs to verify **only** that you are enrolled in the host institution courses listed on the **Certificate**. The official should NOT be concerned about the Baruch equivalencies; it is **your** responsibility to make sure that the information in the fields under "Baruch College Equivalent(s)" is accurate. The official should sign (and stamp, if possible) the **Certificate of Attendance** and should return it to Chris Tingue (christopher.tingue@baruch.cuny.edu) as a scanned PDF email attachment.

What happens if I do not submit the Certificate of Attendance?

You are responsible for making certain that **Certificate** is submitted in a timely fashion, and that the information it contains is accurate. If you do not, you

- might not receive Baruch credit for the courses you take abroad;
- will not be able to enroll in classes for the following semester if one of the courses you are taking is a prerequisite for that course;
- in extreme cases, you may even forfeit and be required to repay financial aid and any awarded scholarships.