AUTHORIZATION TO TAKE COURSES ABROAD



- PURPOSE: This is a request form to get your courses abroad pre-approved (final approval of transcript and number of credits will be contingent upon the Dean's Office and Registrar)
- <u>DEADLINE</u>: Submit before departure (meet with your advisor to determine if / how your selected courses transfer back and fit your degree progress)
- MANDATORY: This form is specifically for undergraduate students who wish to transfer credit from study abroad back to Virginia Tech

TRANSFER CREDIT POLICIES

Courses must be taken at an accredited degree-granting institution recognized by the host-country's Ministry of Higher Education	A course passed at VT takes priority over a transfer equivalent course (be careful of course duplications)
Pass/Fail, extra credit, home study courses, correspondence courses, terminal or vocational courses do not transfer	If you're completing more than one degree (not a second major) only courses for your primary degree will transfer
Online courses are eligible for transfer	Students completing more than one degree (not a second major) must complete an extra 30 hours for their second degree in residence (at Virginia Tech) - NO EXCEPTIONS
Only courses with a grade (or grade equivalent) of "C" or better will transfer	To graduate, at least 25% of total credits for major(s) and minor(s) must be taken at Virginia Tech
Only credits transfer (you receive transfer-credit (T), so grades do not transfer	Of the last 45 hours before graduation, only 18 semester hours will transfer from another institution
Transfer credits do not affect GPA, but if applying to graduate school, transcripts may be examined	Authorization is denied if you are on academic suspension when you take the course(s)

INSTRUCTIONS

- STEP 1: First, fill out the 'Student and Host Institution Information'. Next, have the Global Education Office (address: 526 Prices Fork Rd, Room 131) sign this form confirming that your host university is a degree-granting institution accredited by the host country's Ministry of Higher Education
- STEP 2: Fill out the rest of the form (Credit Information, Course Selection, and Student Signature):
 - List a few EXTRA courses in case a course has been cancelled when you arrive at your host institution (you don't have to take all the courses listed on this form)
 - Be aware that foreign credits/units/modules are NOT automatic equivalents to VT credits (for example, the credit system used in most European countries is ECTS, and the ratio to VT credits is 2:1. This means that a course worth 4 ECTS is equivalent to only 2 VT credits. Half credits will NOT be rounded up)
 - Submit a separate form for each term and institution where you plan to take courses
 - Email your advisor/dept. representative while abroad if you want/need to take different courses than listed on this form; do not wait until you return to Virginia Tech!
- STEP 3: Attach to this form a detailed course description and syllabus or send your advisor the syllabi links: This information can be obtained from your host university's website
- STEP 4: Academic Advisor: Have advisor for the major for which the courses will fulfill requirements sign the form (even if taking courses outside your college to fulfill requirements for the respective major, still work with your advisor for the respective major and college)
- STEP 5: Dean's Office: Take the form to the Dean's office of your college. Please allow 3 months for final approval. You will receive an email when the request form has been reviewed.

STUDENT & HOST INSTITUTION INFORMATION

I am registered with the Vir	ginia Tech Global Educatio	n Office My Study A	Abroad system (every student going abroad	d must have an account and comp	lete mandatory VT paperwork)
Student last name and first name	e and first name VT email		Student ID#	🗌 Freshman 🔲 Sophomore	GPA
			Phone#	🗌 Junior 🗌 Senior	
Primary Major	Secondary Major		Minor(s)	Anticipated graduation month / yea	ar
Academic Advisor	Name host institution		City / Country of program	Website link for program or host ins	stitution
Study abroad term and year	Type of study abroad	ECTS credit	Institution issuing your study abroad transcrip	ot	
		system (used in	U.S. College/University/School of Record	Name:	
Fall 20	VT or ISEP Exchange	most European countries)	□ Foreign host institution	Name:	
☐ Winter 20	Third Party	,			
Spring 20	Direct Enroll	□ YES	IMPORTANT: Check with your Third-Party	to identify the entity responsible for is	ssuing your transcript!
Summer 20		🗆 NO	The Registrar will ONLY accept transcripts from	m an accredited university or US unive	ersity. Initial in box to
			indicate you understand this		

STUDENT NAME AND STUDENT#

CREDIT INFORMATION

Number of credit hours required for your primary degree			Number of credit hours completed at Virginia Tech (do not include current semester hours)	
Number of hours left to complete your primary degree			Number of credit hours you are currently enrolled in at Virginia Tech	
Number of credit hours transferred from 4-year institution(s)	Name(s) of Institution(s)		Do you have incomplete grades on your transcript that you plan to finish? \Box NO \Box YES If yes, how many credits?	
Number of credit hours transferred from community college(s)	Name(s) of Institution(s)		Number of hours you are hoping to transfer back to Virginia Tech	

COURSE SELECTION

PRIMARY MAJOR SECONDARY MAJOR Check box(es) how your courses abroad will transfer back as. If listing courses from two or more majors, each advisor may sign a separate version of this form.								
Dean's Office Official Authorization								
Please check right colum if Registrar can add the ARS course to the VT databas								
<u>_</u>								

STUDENT SIGNATURE

My signature signifies I understand all the policies and procedures governing international transfer credit, and know *if / how it impacts degree requirements* GLOBAL EDUCATION OFFICE DATE Signature affirms that the student's host university is a degree-granting institution accredited by the host country's Ministry of Higher Education

ADVISOR/DEPT. REPRESENTATIVE

DATE Signature affirms that it's been discussed how courses abroad impact the degree process (final approval of transcript and number of credits awarded is contingent upon Dean's office and Registrar)

DEAN'S OFFICE

(final approval of transcript and number of credits awarded is contingent upon Dean's office and Registrar)

DATE

• Authorization request will not be processed without approval signatures

DATE

• Authorization is based on information available at this point, and approval is subject to change upon receipt of transcript