

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*)
- **DEADLINE:** 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

<input type="checkbox"/> I am registered with the Virginia Tech Global Education Office My Study Abroad system (every student going abroad must have an account and complete mandatory VT paperwork)				
Student last name and first name	VT email	Student ID#	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	GPA
Phone#	Primary Major	Secondary Major	Minor(s)	Anticipated graduation month / year
Academic Advisor	Name host institution	City / Country of program	Website link for program or host institution	
Study abroad term and year <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____	Type of study abroad <input type="checkbox"/> VT or ISEP Exchange <input type="checkbox"/> Third Party <input type="checkbox"/> Direct Enroll	ECTS credit system (used in most European countries) <input type="checkbox"/> YES <input type="checkbox"/> NO	Institution issuing your study abroad transcript <input type="checkbox"/> U.S. College/University/School of Record Name: _____ <input type="checkbox"/> Foreign host institution Name: _____	
IMPORTANT: Check with your Third-Party to identify the entity responsible for issuing your transcript! The Registrar will ONLY accept transcripts from an accredited university or US university. Initial in box to indicate you understand this				

