

Global Credit Approval



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 Academic's Dean's Office and Registrar

STEP 1

Before this form can be accepted, you **MUST** register your study abroad program with the Global Education Office.

[Click here to register your program](#) - do this **BEFORE** meeting with your advisor.

Check the box to confirm that you've completed your registration with the Global Education Office ☐

STEP 2

Last name and first name		VT email		Student ID# (only last 4 digits)		<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior		GPA	
Primary Major		Secondary Major		Phone#		Minor(s)		Anticipated graduation month / year	
Name 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 <input type="checkbox"/> Virtual Program		Make sure you are aware of your host country credit system (scroll to bottom)		Institution issuing your study abroad transcript <input type="checkbox"/> U.S. University / U.S. School of Record Name: _____ <input type="checkbox"/> Foreign host institution Name: _____ IMPORTANT: Confirm with your Third-Party who will issue your transcript. The Registrar only accepts transcripts from accredited or U.S. universities. Initial the box to show you understand. <div style="border: 1px solid black; width: 100px; height: 50px; margin-left: auto;"></div>			

STEP 3

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? <input type="checkbox"/> NO <input type="checkbox"/> 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	

STEP 4

- In the left column, list the courses you hope to take abroad. In the right-hand column, list the Virginia Tech equivalent credits you hope to transfer.
- List a few EXTRA courses in case a preferred 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 (most European countries have the ECTS system, and the ratio to VT credits is 2:1 (half credits will NOT be rounded up)
- Submit a separate form for each term and institution where you plan to take courses
- 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)
- Have the advisor for your major sign the form — even if the courses you're taking are outside your college, you should still work with the advisor for the major that the courses will count toward

☐ **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.

[Submit a request for Pathways review here](#)

Resource: [International Conversion Chart](#)

Courses you plan to take at host institution			Equivalent VT major, minor, elective that you hope to satisfy upon return			For Advisor:	Academic Dean's Office Official Authorization	
Dept & Course #	Course Title	# of host credits	Dept & Course #	Course Title	# of VT credits	Intended use in degree program DARS	Please check right column if Registrar can add the course to the VT database	

TRANSFER CREDIT POLICIES

Pass/Fail , extra credit, home study courses, correspondence courses, terminal or vocational courses do not transfer . Online courses however 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	If you're completing more than one degree (not a 2 nd major) only courses for your primary degree will transfer
Only credits transfer (you receive transfer-credit (T), so grades do not transfer	To graduate, at least 25% of total credits for major(s) and minor(s) must be taken at Virginia Tech
Transfer credits do not affect GPA, but if applying to graduate school, transcripts may be examined	Of the last 45 hours before graduation, only 18 semester hours will transfer from another institution
A course passed at VT takes priority over a transfer equivalent course (be careful of course duplications)	Authorization is denied if you are on academic suspension when you take the course(s)

STUDENT SIGNATURE

DATE

ADVISOR/DEPT. REPRESENTATIVE

DATE

COLLEGE REPRESENTATIVE*

DATE

* **Pamplin**: Pamplin International Programs (Pamplin 3002)

* **College of Engineering**: Ryan D. Wagoner rdw@vt.edu

* **All other colleges**: take the form to the Academic Dean's Office of your college