

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

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| 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' (page 1 only). Next, upload the form to your study abroad portal. The Global Education Office will 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 a minor or secondary major, still work with your primary advisor for the respective major and college)
- STEP 5: **College Representative:** See explanation at bottom of page 2. 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# (only last 4 digits) Phone# | <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior | GPA | |
| 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 <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. 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 | | | | | | | |

CREDIT INFORMATION

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|---|--|---------------------------|---|---|--|
| 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 | |

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.

[Submit a request for Pathways review here](#) (See under "Resources") Advisor resource: [International Conversion Chart](#)

| Courses you plan to take at host institution | | | Equivalent major, minor, elective or general elective courses that you hope to satisfy upon return | | | | 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 | |
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STUDENT SIGNATURE _____ **DATE** _____
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)

COLLEGE REPRESENTATIVE* _____ **DATE** _____
(Final approval of transcript and number of credits awarded is contingent upon Dean's office and Registrar)

***Pamplin** (1046 Pamplin Hall): Dr. Jennifer Clevenger, Director International Programs or Lara Khansa, Assoc. Dean. **All other colleges**, take the form to the Dean's Office of your college.