

UTC Study Abroad Program Credit Transfer Request Form

Welcome back to UTC. We hope you had great learning opportunities at your study abroad location. Please submit this form as soon as possible so that UTC International office can assist your credit you earned at your study abroad locations.

Student Name		Study Abroad Country	
UTC ID#		Names of the University you studied abroad	
Today's Date(MM/DD/YYYY)		Your major at UTC	
Phone # in the US		I requested my transcripts to be sent to UTC.	

1. INSTRUCTIONS

(#1) Add both course titles and course numbers of the classes you took at your study abroad destinations.

(#4) Without prior approvals, students may not be allowed to transfer your study abroad courses back to UTC. And if you took classes which were not preapproved, the University will need extra time to process this request form.

2. CREDIT TRANSFER REQUEST FORM

	(#1) Study Abroad Course Number & Title	(2) Host Credit Hours	(3) Grade	(4) This course was pre- approved by UTC Department Head. (Yes/No)	(5) Name of Department Head preapproved this course.	(6) I provided the course syllabus to UTC International Office.(Yes/No)
Ex	HIST 3411/ European History	3 hours	B	Yes	John Smith	Yes
EX	POLS2112/ Governments	12 hours	81	Yes	Christy Adams	Yes
1						
2						
3						
4						
5						
6						
7						
8						

Important: Take a close look at your pre-approval form. Any changes to the pre-approval form **MUST** be approved by your academic advisor if you desired to transfer study abroad courses back to UTC. Without prior approvals in this form, students are not allowed to transfer your study abroad courses back to UTC. Additional approvals may be needed from UTC Financial Aid Office for your financial aid approvals. UTS Study Abroad Office highly recommend that you should contact UTS Financial Aid Office when changing the courses. Your acknowledgment of this form

3. Your acknowledgment of this form

I certify that the preceding statements are true and accurate to the best of my knowledge. I hereby give my approval to have the information in UTC University Records made available to UTC Office of Study Abroad and cooperating departments at UTC and external study abroad providers.

Your Signature		Date (MM/DD/YYYY)	
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Official Use only

Date received this form (MM/DD/YYYY)		Course syllabus in file (Yes/No)	
Name of the staff received this form		Passport copy in file (Yes/No)	

Please save this document immediately in S drive. File Name= LastName_FirstName_UTCID_Year(YYYY)_CourseApprovalRequest_