

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:** **Global Education Office:** Only fill out the 'Student and Host Institution Information'. Next, have the Global Education Office (address: 526 Prices Fork Rd, Room 131) stamp the box on 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 and 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:** Information is on your host university's website (documents must be in English)
- STEP 4:** **Academic Advisor / Dept. Representative for respective major:** 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:** **Pre-flight meeting:** Bring this form to your mandatory Pre-Flight meeting to obtain the final signature from Global Education affirming that you completed all requirements
- STEP 6:** **Dean's Office:** Take the form to the Dean's office (locations at the bottom of page 2). Allow 3 months for final approval. You will receive an email when the form has been reviewed.

STUDENT & HOST INSTITUTION INFORMATION

Last name and first name <u>initial</u>		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		Global Education Office Stamp confirming host university is accredited
Name Academic Advisor		Name host institution		City / Country		Web address host institution				
Study abroad term and year		Type of study abroad		ECTS credit system (used in most European countries)		Institution issuing your transcript		Initial here:		
<input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer I 20____ <input type="checkbox"/> Summer II 20____		<input type="checkbox"/> VT Exchange / ISEP Exchange <input type="checkbox"/> Third Party Autonomous Study		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> U.S. College/University/School of Record Name: _____ <input type="checkbox"/> Foreign host institution <input type="checkbox"/> Third Party Provider (<u>read below and initial to confirm you understand the policy!</u>)				
IMPORTANT: Check with your Third Party Provider to identify the entity responsible for issuing your transcript! The Registrar will NOT accept transcripts with a Third Party Logo!										

STUDENT INITIALS 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? NO 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 requesting to transfer back to Virginia Tech	

COURSE SELECTION

These courses fulfill requirements for my **PRIMARY MAJOR** **SECOND MAJOR** **PRIMARY MINOR** **SECOND MINOR** (If completing courses for two majors, have the courses for each major approved by the advisor for that major. Each advisor/college can sign a separate form and indicate on this form that there are course being approved the college for another major)

Courses you intend to take at host institution			Equivalent Courses at Virginia Tech and credit you wish to receive					Dean's Office Official Authorization
Dept & Course #	Course Title	# of host credits	Dept & Course #	Course Title	# of VT credits	Major	Minor	CLE

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 institution is a degree-granting institution accredited by the host country's Ministry of Higher Education and student has completed all requirements for studying abroad

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 **DATE**

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

DEAN'S OFFICES

Agriculture and Life Sciences: 1060 Litton Reeves	Architecture and Urban Studies: 202 Cowgill	Pamplin College of Business: 1046 Pamplin	Engineering: 212 Hancock
Liberal Arts and Human Sciences: 238 Wallace Hall	Natural Resources & Environment: 138 Cheatham	College of Science: North End Center, Suite 4300	University Studies: 117 Femoyer

- Authorization request will not be processed without approval signatures
- Authorization is based on information available at this point, and approval is subject to change upon receipt of transcript

TRANSCRIPTS from abroad should be sent to: Global Education Office, 526 Prices Fork Road (Room 131), Blacksburg, VA 24061, USA