

# 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) - <b>NO EXCEPTIONS</b>
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) 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 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:** This information can be obtained from 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:** **Dean's Office:** Take the form to the Dean's office of your college (see locations at the 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

Student last name and first name <u>initial</u>		VT email	Student ID#	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore	GPA
			Phone#	<input type="checkbox"/> Junior <input type="checkbox"/> Senior	
Primary Major	Secondary Major	Minor(s)		Anticipated graduation month / year	
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		
<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 <input type="checkbox"/> Direct Enroll	<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 ( <i>read below and initial to confirm you understand the policy!</i> )		
			<b>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!</b>		Initial here:

**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? <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 requesting to transfer back to Virginia Tech	

**COURSE SELECTION**

These courses fulfill requirements for my  PRIMARY MAJOR  SECOND MAJOR

If listing courses from two or more majors, each advisor/college may sign a separate version of this form. The student may indicate on each form that there are courses being approved for another major in another college.

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 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)*

**DEAN'S OFFICE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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

**DEAN'S OFFICES**

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

