



University Studies/University Academic Advising Center - EDUCATION / STUDY ABROAD - AUTHORIZATION TO TAKE COURSES ELSEWHERE

117 Femoyer Hall (0154)
Blacksburg, VA 24061
Phone: (540) 231-8440
Fax: (540) 231-9799

(web form)

Instructions:

Date Rec'd in UAAC: _____

1. Go to Education/Study Abroad Office (1820 Litton Reaves) to complete appropriate paperwork and pay necessary fees involved with Study Abroad Programs. Have representative from Study Abroad Office sign this form.
2. Attach to this form course descriptions for each class you plan to take elsewhere and return to 117 Femoyer Hall for final approval. (Approval will be delayed until descriptions are received). There are many details to the study abroad process. Please allow 3 months for final approval. Once final approval is granted, a copy of this form will be mailed to the address you list below.
3. Upon completion of the course(s), request that an official transcript be sent to: Virginia Tech, University Registrar, 250 Student Services Building (0134), Blacksburg, VA 24061
4. This authorization is based on information available at this point in time and is subject to change. Once transfer credit is awarded, students must confirm that it is consistent with what is on this form. If there are inconsistencies please contact your academic advisor.
5. Authorization is denied if you are on academic suspension when you take the course(s).

Policies Governing Transfer Credit to Virginia Tech:

1. Courses must be taken through an accredited college or university in the U.S. or the institution must be recognized by the Ministry of Education and authorized to grant degrees in the country in which they are located.
2. Only courses with a grade of "C" or better will transfer.
3. Correspondence courses will not transfer.
4. Courses must be college-parallel, not terminal courses in a vocational program.
5. Only credits transfer, grades do not transfer.
6. Of the last 45 hours before graduation, only 18 semester hours can be transferred.

Name: _____ ID#: _____ Level: Fr So Advisor: _____
Last First M.I.

Current # of Transfer Credits: _____ Local Phone #: _____ Email: _____

Mailing Address: _____

Name & web address of institution you will be attending: _____

(Country in which institution is located) _____

Is this a study abroad that is administered through a United States college or University? no yes, please specify: _____

Semester(s) you will be attending this institution: Fall Spring Summer Year: 20_____

Courses to be taken elsewhere:			Credit you wish to receive at Virginia Tech:			Dean's Office/ Official Authorization:
Dept & Course #	Course Title	# of sem. hrs.	Dept & Course #	Course Title	# of sem. hrs.	

Additional courses can be listed on next page

Student Signature

Student Signature above affirms that the student understands transfer credit policies.

Education / Study Abroad Office Signature

Signature above affirms that the student has notified the Education Abroad Office of their plans and the institution meets Policy #1 requirements above.

Dept. Signature

Dept. Signature above affirms that equivalent courses have been approved.