

STUDY ABROAD TRANSFER CREDIT FORM

(Read back side of sheet first)

(Please print clearly)

Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First MI </div>	Host Institution: _____ Host Country: _____
Email: _____	Student ID: _____
Phone: _____	Major(s): _____
Term/Year Abroad: _____	
This study abroad program is approved by TTU: _____ <div style="text-align: right; font-size: small;">Signature of Study Abroad Coordinator</div>	

PLEASE PRINT LEGIBLY	ACADEMIC ADVISOR _____ EMAIL _____
1st THREE COLUMNS TO BE COMPLETED BY THE STUDENT	1. Be sure to let the student know what they need to bring back from their study abroad such as syllabus, papers, exams, etc. 2. Make a copy of this form and keep it in the student's file.

Host Inst. Course No.	Host Inst. Course Title	No. of Credits	Equivalent course name at TTU	Course No.	No. of Credits	Dept Chair Signature

"I understand my responsibilities as stated on the reverse side of this document: (Be sure to read the reverse side BEFORE signing.) _____ Student's Signature Date	I authorize these courses as an appropriate component of this student's academic program at Tennessee Tech University. _____ Academic Advisor's Signature Date
_____ Registrar's Signature Date	_____ Dean's Signature Date

REQUEST FOR TRANSFER CREDIT FORM

****Read this section *before* completing the form on the reverse side.****

INSTRUCTIONS:

1. Confirm with the Study Abroad Coordinator that your Study Abroad/Foreign Institution is approved by TTU.
2. List all of the courses you might take abroad in the box on the reverse side. Always list about twice as many courses as you need. Not all courses are offered every semester and sometimes the classes are full so have back up courses.
3. Attach course descriptions from the host institutions catalog or website.
4. Take this form and the course descriptions to your advisor(s).
(If you wish to use credits earned abroad toward your major/minor take this form to your advisor(s). They can determine if a course can transfer to TTU to meet a requirement in your major/minor.)
5. When meeting with your academic advisor discuss how these courses will affect your degree progress and what courses you need to take upon your return to TTU. Have your academic advisor sign the form.
6. **RETURN THE COMPLETED FORM TO THE STUDY ABROAD COORDINATOR.**
7. *Please make a copy for yourself and take it with you when you go abroad.*
8. After completing your courses abroad, make a request that your transcript be sent to the address below.

FAQ

How do the credits I earn abroad transfer to TTU?

A passing grade from your host institution will result in a grade of 'S' (satisfactory) on your TTU academic history. Neither credits nor grades will be calculated into your TTU GPA.

NOTE: TTU has standard formulas for translating non-U.S. grades to U.S. grades and non-U.S. credit to U.S. credit.

What if I take a class not listed on the reverse side of this form? Be sure to take your academic advisor's email address with you so if you need to change classes you can contact your academic advisor for their approval. Copy their approval email to the Study Abroad Coordinator, studyabroad@tntech.edu and we will put a copy of the email with this form in your file. **If courses other than those listed are taken the University maintains the right to decide whether they are applicable to your degree program.**

Does completion of this form guarantee TTU credit? Completion of this form *does not* guarantee the acceptance of the transfer work by Tennessee Tech University, some courses require an evaluation upon return.

This is my final semester at TTU. Will studying abroad affect my graduation date? If you are registering at another institution for your final semester at TTU it is very likely you will graduate the following term. International transcripts take time to arrive at TTU and often they are not received until midway through the following semester.

SEND ALL FORMS TO:

**STUDY ABROAD COORDINATOR
INTERNATIONAL STUDENT AFFAIRS OFFICE
1 William L. Jones Drive, Derryberry Hall 103
P.O. BOX 5093
COOKEVILLE, TN 38505
PHONE: 931-372-3634 FAX: 931-372-6189
EMAIL: STUDYABROAD@TNTECH.EDU**