

## Pre-Approval Form for Transfer Credit

Name: \_\_\_\_\_ Email: \_\_\_\_\_ @tamu.edu UIN: \_\_\_\_\_

Phone: \_\_\_\_\_ Major (e.g., HIST): \_\_\_\_\_ College: \_\_\_\_\_ Classification: \_\_\_\_\_

Program Type:  Affiliate Provider  Exchange  Independent Travel  Other Total attempted credits abroad (e.g., 12): \_\_\_\_\_

Primary Campus:  TAMU-College Station  TAMU-Galveston  Higher Education Center at McAllen

Program name in Education Abroad portal: \_\_\_\_\_

Institution Issuing Program Transcript: \_\_\_\_\_

Program Location (City, Country or Virtual): \_\_\_\_\_

Program Course Term: \_\_\_\_\_ Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

### Instructions

The purpose of this form is to facilitate documentation of your education abroad courses and evaluation of their applicability to your TAMU degree plan. For guidance on how to complete this form, watch the video overview [here](#). The next steps are as follows:

#### STEP #1 – Identify courses to take abroad by listing them in the chart on Page 2.

- Discuss degree plan restrictions and degree areas that can be satisfied abroad with your academic advisor.
- List 8-10 courses for a semester program and 2-6 courses for a short-term program to ensure backup course options in case of program cancellation or scheduling conflicts in country. **Courses NOT eligible for transfer credit include: 1) practicum courses, 2) U.S. history and U.S. political science courses from an international university, and 3) English composition courses in non-English speaking countries.**
- Course numbers are required for programs granting a transcript from a U.S. institution. Course numbers are not required for programs granting a transcript from a foreign institution as some foreign institutions do not utilize course numbers. Use ink or type in the course number/title for each course in the “Texas A&M Student Use” section.
- If program is granting transcripts from multiple institutions, a separate form must be completed for each institution.

#### STEP #2 – Obtain required course approver signatures.

- Route form for signatures of approval in the order listed on the chart (can be routed via email). Representatives from different departments will complete the ‘Course Approver Use’ section in the chart. **A course description or syllabus must be provided for each course.**
  - Admissions Approval: Check if the institution issuing your program transcript is on the [approved foreign institutions list](#). If your institution is on the list, you do not need Admissions approval. If your institution is NOT listed (or is a U.S. institution), you must obtain Admissions approval by sending your form to [tcabroad@tamu.edu](mailto:tcabroad@tamu.edu).
  - Foreign Language / Academic Advisor /AOC/GOC Dean: A list of contact information for these approvers is available under [Transfer Credit Resources](#).
  - Review [guidelines](#) on course restrictions and rules for transfer credit.

#### STEP #3 – Return form to Education Abroad upon receipt of all applicable signatures.

- Submit the completed form for further processing via email at [tcabroad@tamu.edu](mailto:tcabroad@tamu.edu) or drop it off in Pavilion 112. You will be able to access a copy of your form by logging into your application on the portal at [abroad.tamu.edu](http://abroad.tamu.edu).
- Notify Education Abroad and your academic advisor if there are any course changes/new courses *after* submission.
- Report any changes to the number of credit hours to Scholarships & Financial Aid ([financialaid@tamu.edu](mailto:financialaid@tamu.edu)). This could affect financial aid eligibility.

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## Instructions

**Texas A&M Student Use section:** Reference the steps on page 1. Print an additional copy of this page if more course approvals are needed.  
**Course Approver Use section:** Departmental representatives must initial in their respective section and sign the form. **Signatures on this form are for course transfer approval only and do not indicate approval to participate in the program.**

Texas A&M Student Use		Course Approver Use (Texas A&M Staff or Faculty)					
Sponsoring institution		Admissions Approval (Y/N) (if needed)	Foreign Language Approval (if needed)	Academic Advisor/Dept Approval	A&M Degree Area*	Course Contact Hours**	Residency Hours (Y/N)***
Course number	Course title						
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**\*A&M Degree Area:** Indicate how a course might be adjusted into the student's degree plan, e.g., ICD credit. If a particular course cannot be adjusted into the student's degree plan, mark an "X" next to that course in the "A&M Degree Area" column and provide further comments below.

**\*\*Contact Hours (numbers only):** Convert semester credit hours to contact hours by multiplying by 15 (e.g., 3 semester credit hours x 15 = 45 contact hours). For ECTS conversion, divide by 2 (e.g., 6 ECTS/2 = 3 semester credit hours). Verify recommended credit points with students' sponsoring provider or institution.

**\*\*\*Residency Hours:** Indicate whether the upper-division level course(s) will be adjusted to fulfill the residency requirement per student rule 14.21.

<b>Office of Admissions (if applicable)</b>	Signature _____	Date _____
<b>Foreign Language Contact (if applicable)</b>	Signature _____	Date _____
<b>Comments:</b> _____		

<b>Academic Advisor/Department Contact</b>	Signature _____	Date _____
<b>Additional Academic Advisors (if applicable)</b>	Signature _____	Date _____
<b>Comments:</b>	Signature _____	Date _____
_____		

<b>AOC/GOC Dean (for student's college)</b>	Signature _____	Date _____
<b>Comments:</b> _____		

<b>TAMU-CS Graduate Students Only:</b>		
<b>Committee Chair/Co-Chair</b>	Signature _____	Date _____
<b>Office of Graduate &amp; Professional Studies</b>	Signature _____	Date _____