



Authorization to Take Courses Elsewhere

VIRGINIA COMMUNITY COLLEGE OR TRANSFER EQUIVALENCY DATABASE COURSES

This form is only for students requesting authorization to take courses within the United States. Coursework completed outside the U.S. requires registration with the Global Education Office and completion of a separate authorization process.

CRITERIA FOR TRANSFER CREDIT

Virginia Tech's transfer credit criteria and policies are published by the Office of the University Registrar and can be found in the Academic Catalog. It is the student's responsibility to review these policies, take courses that meet transfer credit requirements, and ensure official transcripts from all previously attended institutions are sent directly to Virginia Tech.

STUDENT INFORMATION

Student ID Number: _____

Last Name: _____ First Name: _____

VT Email: _____ Cell Phone Number: _____

Primary Major: _____ Secondary Major: _____

Minor(s): _____

Academic Level:
 FR SO JR SR

Graduation Month and Year: _____

Term you plan to take courses:
 Fall Spring Summer Winter

Year you plan to take courses: _____

COURSE INFORMATION

College/University at which you plan to take courses: _____

College/University Website (URL): _____

State where College/University is located: _____

Course to be taken ELSEWHERE

Department & Course Number: _____

Course Title: _____

Credit Hours: _____

Virginia Tech EQUIVALENCY

Department & Course Number: _____

Course Title: _____

Credit Hours: _____

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Course to be taken ELSEWHERE

Department & Course Number: _____

Course Title: _____

Credit Hours: _____

Virginia Tech EQUIVALENCY

Department & Course Number: _____

Course Title: _____

Credit Hours: _____

SIGNATURES OF APPROVAL

Student: _____ Date: _____

By signing, I confirm that the information provided is accurate to the best of my knowledge and that I have reviewed applicable undergraduate transfer credit policies.

Academic Advisor: _____ Date: _____

By signing, I confirm that the request is within university policy and that the courses are documented in an approved transfer equivalency database, to the best of my knowledge.

OFFICE USE ONLY

Date Received: _____ Date Processed: _____

Processed By: _____