

IMPORTANT INSTRUCTIONS: Fill out online and print. **Melbourne campus students** obtain required signatures and submit to the Office of the Registrar. **Florida Tech University Online students** sign form, provide course descriptions and fax to (321) 674-8216, affixing only student signature; additional approvals added by evaluator.

All students: Course descriptions must be attached when submitting request. Students will be notified by email from the appropriate office. *This form **does not constitute approval** to take course(s) at another institution. Students must request an official transcript be mailed from the approved institution directly to Florida Tech. **Hand-carried transcripts are not considered to be official.***

DATE _____

TO: Melbourne Campus Students: OFFICE OF THE REGISTRAR
Florida Tech University Online Students, FAX: (321) 674-8216, attn: Credential Evaluator

FROM: _____
Last First Middle Student ID Number

I request approval to enroll in the course(s) listed below for transfer credit to Florida Tech. I understand the grades must be C (2.00) or better for courses to transfer; the grades themselves and GPA will not transfer; and the Forgiveness Policy does not apply.

The request MUST be received and approved by the appropriate office (see above) prior to registering for the course(s).

Term I plan to attend _____

OFFICE USE ONLY: Institution code _____

Institution's name _____
and address _____

Reason for Request _____

Please Answer

Are you an international student? Yes No
Did you petition to graduate? Yes No If yes, for which term _____

Student Signature _____

STUDENT USE			DEPARTMENT USE
COURSE NUMBER	COURSE TITLE	QTR/SEM CREDITS	FLORIDA TECH EQUIVALENT

International Student and Scholar Services _____ Date _____
(if applicable)

Academic Adviser _____ Date _____

Department Head / Program Chair _____ Date _____