



# UNDERGRADUATE REQUEST TO STUDY AT ANOTHER INSTITUTION

**MELBOURNE CAMPUS STUDENTS MUST GET VERIFICATION OF TRANSFERABILITY FROM THE OFFICE OF THE REGISTRAR BEFORE HAVING THE FORM SIGNED AND RETURNED TO THE REGISTRAR'S OFFICE.** A student may take up to three courses at other institutions for transfer to a Florida Tech undergraduate degree program. **Florida Tech Online students** sign form, provide course descriptions and email to OL-tce@fit.edu, affixing only student signature; additional approvals added by evaluator. **All students:** Course descriptions must be attached when submitting request. This form **does not constitute** approval to take course(s) at another institution. Students will be notified by email from the appropriate office. 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.**

Send to: Melbourne campus students: tcefltech@fit.edu Date \_\_\_\_\_  
Florida Tech Online students: OL-tce@fit.edu

From \_\_\_\_\_ Student ID no. \_\_\_\_\_  
Last First Middle

I request approval to enroll in the course or courses listed below for transfer credit to Florida Tech. I understand the grades must be C 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 or courses.**

Term I plan to attend \_\_\_\_\_ OFFICE USE ONLY: Institution code \_\_\_\_\_

Institution's name \_\_\_\_\_

Are you an international student?  Yes  No

International Student and Scholar Services signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Are you receiving VA benefits?  Yes  No

VA certifying official signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Did you petition to graduate?  Yes  No If yes, for which term \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

STUDENT USE			DEPARTMENT USE	TCE USE ONLY
Course Number	Course Title	Qtr/Sem Credits	Florida Tech Equivalent	

**MELBOURNE CAMPUS ADVISOR: Check one.**

The course or courses requested are not offered through Florida Tech Online during Summer-1 or Summer-2.

The course or courses requested would be more advantageous to the student in a classroom format.

Prerequisite course has been met

Academic advisor signature \_\_\_\_\_ Date \_\_\_\_\_  Yes  No

Print name \_\_\_\_\_

Department head/program chair signature \_\_\_\_\_ Date \_\_\_\_\_  Yes  No

Print name \_\_\_\_\_