



# UNDERGRADUATE REQUEST TO STUDY AT ANOTHER INSTITUTION

**STUDENTS MUST GET VERIFICATION OF TRANSFERABILITY FROM THE OFFICE OF THE REGISTRAR BEFORE HAVING THE FORM SIGNED. EMAIL TCEFLTECH@FIT.EDU FOR DOCUSIGN INSTRUCTIONS.** A student may take up to three courses at other institutions for transfer to a Florida Tech undergraduate degree program. 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.**

Date \_\_\_\_\_

From \_\_\_\_\_ Student ID # \_\_\_\_\_  
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 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 \_\_\_\_\_

Course #	Course Title	Qtr./Sem. Credits	Florida Tech Equivalent	TCE USE ONLY

Academic advisor/Bisk signature \_\_\_\_\_ Date \_\_\_\_\_  Yes  No  
Prerequisite course has been met

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

Dept. head/prog. chair/dept. contact signature \_\_\_\_\_ Date \_\_\_\_\_  Yes  No

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