Global Engagement Office
320 Mitchell Hall, West Chester, PA 19383
&
Office of the University Registrar
25 University Avenue, West Chester, PA 19383

INTERNATIONAL TRANSFER CREDIT APPROVAL

Undergraduates must complete this form **BEFORE** taking courses as part of an educational experience abroad. The following criteria apply:

- *A course will not transfer if it has already been completed or failed at West Chester University.*
- *WCU students must have a cumulative GPA of a (U.S. equivalent) 2.0 at the school where the courses were taken in order to transfer them back.*
- *All transfer courses must be taken for a letter grade but only course credits, not the grade, will transfer to WCU.*

Reminders:

- *Transferred courses cannot be used to satisfy the diverse communities, ethics, speaking emphasis, or writing emphasis requirements.*
- *See your academic advisor for all major/minor program requirements.*
- *You must contact the Office of Financial Aid if you are planning on using financial aid to pay for these courses.*

Student Name:		**RamNet ID:**	
Major:		**Date:**	

Student Signature: _____

Name of Visiting College/University: _____

Term (Select one): ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Course Number (ex: PSY100)	Course Title (ex: Gen Psych)	Credits	WCU Course Equivalency	Credits	Signature of WCU Dept. Chair Responsible for the Subject Area	Date	Establish Permanent Equiv.

Dept. Chair Signature is required for all equivalencies and a syllabus may be required for evaluation purposes.

Return this form to the Global Engagement Office (320 Mitchell Hall) before taking courses.

At the completion of course work, official transcripts must be sent to:
Global Engagement Office (Study Abroad)
West Chester University
675 S. Church St. (320 Mitchell Hall)
West Chester, PA 19383
studyabroad@wcupa.edu

After all documentation has been received, information will be forwarded to the Office of the Registrar for processing.

No credit will be given if an official transcript is not received and for courses that have not been pre-approved.

For Global Engagement Office Use	For Registrar/Transfer Use
☐ Student File in VIA Completed ☐ Type of program: _____WCU/WCU Exchange _____Affiliate program _____Non-WCU/Non-Affiliate program ☐ Official Transcript Received Processed by _____ Date _____	☐ Received by GEO ☐ Courses posted to student record on _____ by _____.