

## INTERNATIONAL TRANSFER CREDIT APPROVAL

Undergraduates must complete this form **BEFORE** taking courses as part of an international education experience.

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 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 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:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Local Phone:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 Center for International Programs (320 or 321 Mitchell Hall) before taking courses.**

At the completion of course work, official transcripts must be sent to:

**Center for International Programs (Study Abroad)**

West Chester University  
675 S. Church St. (320 Mitchell Hall)  
West Chester, PA 19383  
[studyabroad@wcupa.edu](mailto: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 Center for International Programs Use	For Registrar/Transfer Use
<input type="checkbox"/> Student File in StudioAbroad Completed <input type="checkbox"/> Type of program: _____ WCU/WCU Exchange _____ Affiliate program _____ Non-WCU/Non-Affiliate program <input type="checkbox"/> Official Transcript Received  Processed by _____ Date _____	<input type="checkbox"/> Received by CIP   <input type="checkbox"/> Courses posted to student record on _____ by _____.