

# Transferring Your International Courses to UNM Pre-Approval Form

## IMPORTANT INFORMATION REGARDING THIS FORM—FAILURE TO FOLLOW THESE GUIDELINES WILL RESULT IN DELAYED OR DENIED PROCESSING OF YOUR TRANSFER CREDITS:

- THIS FORM IS FOR CURRENT REGISTERED UNM STUDENTS ONLY.
  - PROSPECTIVE STUDENTS SHOULD SPEAK TO THE GEO OFFICE: <http://global.unm.edu/>
- ALL INTERNATIONAL COURSES REMAIN GENERIC LOWER LEVEL ELECTIVES LISTED AS CREDIT/NO-CREDIT UNTIL THEY ARE REVIEWED BY THE CORRESPONDING UNM DEPARTMENTS AT THE STUDENT’S REQUEST —THIS PROCESS IS NOT AUTOMATIC.
- STUDENTS WILL USE THIS FORM TO PETITION A UNM DEPARTMENT TO HAVE COURSES PRE-APPROVED FOR STUDY ABROAD PROGRAMS.
- **IMPORTANT: ONE FORM PER DEPARTMENT—IE: One for English, one for Math, one for History, one for Philosophy etc.**
- **REPSONSIBILITIES:**
  - **STUDENTS:** FILL OUT THE TOP PORTION OF THE FORM WITH YOUR NAME, YOUR ID NUMBER, YOUR UNM EMAIL ADDRESS, THE TRANSFER INSTITUTION NAME IN ENGLISH, THE TRANSFER INSTITUTION LOCATION, THE TRANSFER COURSE CODES (if available), AND THE TRANSFER COURSE TITLES.
  - **STUDENTS:** ATTACH ANY AND ALL COURSE MATERIALS, COURSE DESCRIPTIONS, COURSE READING LISTS, ETC. (MAKING COPIES FOR THEIR RECORDS FIRST) AND THEN TAKE THE FORM TO THE APPROPRIATE UNM DEPARTMENT CONTACT FOR REVIEW.
  - **DEPARTMENT:** BASED ON THE MATERIALS SUBMITTED BY THE STUDENT, DECIDE IF THE COURSE IS EQUIVALENT & PLACE ONE OF THE FOLLOWING UNDER THE “SYMBOL” COLUMN:
    - “=” MEANING THE COURSE IS DIRECTLY EQUIVALENT TO THE UNM COURSE/CREDITS FOR ALL CURRENT & FUTURE STUDENTS WITH THE SAME TRANSFER COURSE
    - “T” MEANING IT TRANSFERS BUT DOES NOT HAVE A DIRECT EQUIVALENT (PLEASE INDICATE LEVEL lower or upper EX: ENGL 1T or MATH3T)
    - “X” MEANING THIS IS AN EXCEPTION FOR THIS STUDENT ONLY
  - **DEPARTMENT:** PLEASE BE SURE TO INDICATE CREDIT HOURS FOR EACH COURSE. DO NOT LEAVE ANY PORTION OF THE FORM BLANK OR IT WILL NOT BE PROCESSED!
  - **DEPARTMENT:** DESIGNEE--PRINT YOUR NAME, UNM EMAIL ADDRESS, AND THE DATE AT THE BOTTOM OF THE FORM.
  - **STUDENTS:** ATTACH THIS FORM IN YOUR STUDY ABROAD PORTAL APPLICATION ONCE COMPLETED.

**International Transfer Course Equivalency  
Pre-Approval Form**

This form is for current UNM students to petition for UNM pre-approval of course equivalency for international transfer course work.

\*This form is for pre-approval only, final approval form must be submitted after completion of courses.

**Print Student Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

**STUDENT UNM EMAIL:** \_\_\_\_\_

**Transfer Institution Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

<b><u>STUDENT:</u></b> Transfer Course Code & Number (EX: ENGL 101)	<b><u>STUDENT:</u></b> Course Title EX: Intro to Composition	<b><u>STUDENT:</u></b> Year Taken EX: Fall 1998	<b><u>STUDENT:</u></b> Course Hours EX: 3	<b><u>DEPT:</u></b> Symbol: “=” or “T” or “X”	<b><u>DEPT:</u></b> UNM Course Name & Number	<b><u>DEPT:</u></b> UNM Credit Hours

**Authorized by (please print name/email clearly):**

Print Department Chair/Designee Name	UNM Email Address	DATE
--------------------------------------	-------------------	------

Submit completed form to your study abroad application in the UNM Study Abroad portal.