



Post-Matriculation Credit Transfer Form Instructions for Study Abroad

Dear student:

Please use this form to determine the transferability of any coursework that you plan to take overseas outside of the fall or spring semesters. Please note that all classes taken outside of the United States must **first** be approved by the Center for Global Engagement prior to requesting permission from your Dean or the Provost.

Dear Dean/Provost:

If the institution has an international address, then please look for a signature from the Center for Global Engagement before considering the request.

A signature from CGE will verify that the student has discussed their study abroad plans with the appropriate advisor, and that the location has been approved as an affiliate program for the purposes of this Post-Matriculation Credit Transfer Form.

If there are any questions, please reach out to Jessica Schrader (schrader@rmu.edu) in the Center for Global Engagement.

Thank you,

Center for Global Engagement Study Abroad Team



POST-MATRICULATION CREDIT REQUEST FORM

RMU ID	Last Name	First Name	Major	RMU Email Address

Instructions:

1. Enter the course information as it appears in the university catalog/bulletin at the other institution.
2. Bring a course description and/or syllabus to the appropriate Department Head to secure transfer approval for a RMU equivalent.
3. If the course you are taking is required within your major, please take to the Dean of the school of YOUR Major for approval. If the course is a core requirement, please take to the Office of the Registrar, located in Patrick Henry 200.
4. If you are an international student this form **MUST** be taken to the Center for Global Engagement to obtain proper signatures before your request can be processed.
5. Once all required signatures have been obtained, please forward to the Colonial HUB **BEFORE** registering at the other institution.

Name of Other Institution	City, State of Institution (or specify campus)	Semester/Year of Planned Attendance

Other Institution Course Information		RMU Course Equivalent Information		
Course Number	Course Title	RMU Course Number	RMU Course Title	Department Head Signature

I understand that approval, if granted, is contingent upon completion of the current semester with a CQPA of 2.0 or higher. It is also my responsibility to request an official, signed and sealed transcript to be sent to the Colonial HUB within one month of coursework completion.

Student Signature Date

Dean Signature (if course is in the major) Date

Provost or Designees Signature (if core course) Date

Center for Global Engagement Signature (if required)

To receive transfer credit you must submit this form to the Colonial Hub, Third Floor Patrick Henry Center, prior to enrollment in the course.