

# Transferring Your Study Abroad Courses to UNM

**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://geo.unm.edu/>
- ALL INTERNATIONAL COURSES REMAIN GENERIC LOWER LEVEL ELECTIVES 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 FOR COURSE EQUIVALENCY FOR INTERNATIONAL TRANSFER COURSES.
  - NOTE: This form can also be used to have courses pre-approved for study abroad exchange programs—IMPORTANT: THE EQUIVALENCIES MAY BE PROVISIONAL pending receipt of final transcript & course materials-indicate provisional status by circling “provisional” or “final” on the form—provisional courses will not be entered into the system so the department must follow up with a final equivalency form.
- **IMPORTANT: ONE FORM PER DEPARTMENT—IE: One for English, one for Math, one for History, one for Philosophy etc.**
- **IMPORTANT: INCOMPLETE FORMS WILL NOT BE PROCESSED.**
- **RESPONSIBILITIES:**
  - **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 YOUR 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. MAKE A PDF COPY OF THE COMPLETED FORM AND ATTACH IT TO AN EMAIL SEND TO [tes1@unm.edu](mailto:tes1@unm.edu) FOR PROCESSING. BE SURE TO COPY THE STUDENT ON THE EMAIL!
- \*\*\*\*\*PAPER COPIES WILL NO LONGER BE ACCEPTED! ALL FORMS MUST COME DIRECTLY FROM THE DEPARTMENT TO THE LOBOTRAX TRANSFER TEAM EMAIL AT [tes1@unm.edu](mailto:tes1@unm.edu) FOR PROCESSING!\*\*\*\*\*



**CONTACT INFO:**

LoboTrax Transfer Team  
 UNM Registrar's Office  
 Email: [tes1@unm.edu](mailto:tes1@unm.edu)

**STUDY ABROAD Transfer Course Equivalency Form**

This form is for current UNM students to petition for UNM course equivalency for international transfer course work.

\*\*\*\*\*Incomplete forms will NOT be processed.\*\*\*\*\*

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

**STUDENT UNM EMAIL:** \_\_\_\_\_ **CIRCLE ONE: Provisional Final**

**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:**

Print Department Chair/Designee Name	UNM Email Address	DATE
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**DEPT**--send PDF copy of this form to [tes1@unm.edu](mailto:tes1@unm.edu) for processing--Paper copies will not be accepted.

FORM DATE: 12/8/17