

Transferring Your 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 ADMISSION RECRUITMENT OFFICE—CONTACT THEM BY EMAIL unmlobos@unm.edu or VISIT THEIR WEBSITE http://admissions.unm.edu/connect_with_us/index.html
- STUDENTS MAY USE THIS FORM TO PETITION A UNM DEPARTMENT FOR COURSE EQUIVALENCY FOR TRANSFER COURSES THAT NEED PRE-APPROVAL. *NOTE: Most domestic transfer courses are evaluated using T.E.S. (Transfer Evaluation System). You can access T.E.S. here: https://tes.collegesource.com/view/tes_view01.asp?rid=%7B956FCA42%2D5A56%2D4ED1%2D8EDC%2DB8F0B222CB6F%7D&aid=%7B2C7CB73C%2D7F03%2D434D%2D9191%2D0FB16A56087F%7D
QUESTIONS REGARDING THE TRANSFER PROCESS CAN BE DIRECTED TO THE LOBOTRAX TRANSFER TEAM VIA EMAIL AT: tes1@unm.edu .
- **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, THE TRANSFER INSTITUTION LOCATION, THE TRANSFER COURSE CODES, 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 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 FOR PROCESSING!*****



CONTACT INFO:

LoboTrax Transfer Team
 UNM Registrar's Office
 Email: tes1@unm.edu

Transfer Equivalency Form-Domestic

This form is for current UNM students to petition for UNM course equivalency for domestic transfer course work.
 This form can be used for pre-approval of transfer courses for exchange programs.
 *****Incomplete forms will NOT be processed. *****

Print Student Name: _____ **Banner ID:** _____

STUDENT UNM EMAIL: _____

Transfer Institution Name: _____

Location: _____

STUDENT: Transfer Course Code & Number EX: ENG 1101	STUDENT: Course Title EX: Intro to Composition	STUDENT: Year Taken EX: Fall 1998	STUDENT: Course Hours EX: 3	DEPT: Symbol: "=" or "T" or "X"	DEPT: UNM Course Name & Number EX: ENGL 101	DEPT: UNM Credit Hours EX: 3

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 for processing--Paper copies will not be accepted.

FORM DATE: 12/15/16