Transferring Your International Courses to UNM

STEP 1:

- THIS FORM IS FOR CURRENT REGISTERED DOMESTIC OR FOREIGN (students on a VISA) 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 USING THIS FORM FOR THE EVALUATION.
- BE SURE TO ORDER YOUR OFFICIAL TRANSCRIPT AND HAVE IT MAILED TO:
  Attn: International Transcript
  MSC11 6305
  1 University of New Mexico
  Albuquerque, NM 87131
  USA
- IF THE TRANSCRIPT IS IN A LANGUAGE OTHER THAN ENGLISH YOU WILL NEED A CERTIFIED TRANSLATION TO ACCOMPANY THE OFFICIAL TRANSCRIPT. SEE NACES FOR INFO: http://www.naces.org/
- ALSO PROVIDE THE UNM GEO OFFICE COORDINATOR WITH AN OFFICIAL COPY (See website for info: http://geo.unm.edu/).
- YOU MUST WAIT FOR THE TRANSFER COURSES TO BE PROCESSED BY EITHER THE GEO OFFICE OR THE OFFICE OF ADMISSIONS. *Please allow time for processing which can vary depending on staffing and workload.*
- ONCE YOUR COURSES ARE PROCESSED AND ON YOUR LOBOTRAX AUDIT, YOU WILL THEN NEED TO TAKE THE INTERNATIONAL EQUIVALENCY FORM (ONE FORM PER DEPARTMENT) TO THE APPROPRIATE UNM DEPARTMENTS FOR COURSE EVALUATION.
- MAKE SURE YOU HAVE ATTACHED THE NECESSARY DOCUMENTATION FOR THE EVALUATION. IF YOU ARE UNSURE OF WHAT TO PROVIDE, CHECK WITH THE DEPARTMENT.

STEP 3:

- MAKE SURE YOUR FORM IS COMPLETE! INCOMPLETE FORMS WILL NOT BE PROCESSED. TAKE THE COMPLETED FORM BACK TO YOUR PROGRAM COORDINATOR ALONG WITH ALL THE NECESSARY DOCUMENTATION.

STEP 4:

- THE FORMS ARE THEN FORWARDED TO THE LOBOTRAX TEAM WHERE THE EQUIVALENCIES ARE PROCESSED AND BECOME A PART OF YOUR ACADEMIC RECORD. PLEASE RUN A NEW LOBOTrax AUDIT TO VIEW THE CHANGES. FOR INSTRUCTIONS ON RUNNING /READING YOUR LOBOTrax AUDIT, PLEASE VISIT OUR WEBSITE: http://www.unm.edu/admissions/lobotrax/. QUESTIONS REGARDING DEGREE APPLICABILITY OF THESE COURSES SHOULD BE DIRECTED TO YOUR DEGREE GRANTING COLLEGE ADVISOR. QUESTIONS ABOUT THIS FORM CAN BE SENT TO: tes1@unm.edu.
# Departmental/College/School Determination of Course Action

Please use symbol to indicate course action.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tr>
<td>=</td>
<td>EQUIVALENT: Indicates the course is accepted as equivalent to a UNM course for ALL students.</td>
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<td>T</td>
<td>GENERIC: Indicates the course is to be given generic department Credit only. Please indicate the course LEVEL (1, 2, 3 or 4).</td>
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<tr>
<td>X</td>
<td>ALLOWANCE: Indicates the course is accepted as equivalent to a UNM course for THIS STUDENT ONLY!</td>
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**IMPORTANT:** Allowances can only be course to course. We cannot do many courses to one course or vice versa. Please use ONE FORM per department. Equivalencies can only be granted by the ORIGINATING department (IE: English dept cannot grant a Spanish Equiv).

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

**Student Name:**

**Transfer Institution Name:**

**Location:**

<table>
<thead>
<tr>
<th>Transfer Course Code &amp; Number</th>
<th>Course Title</th>
<th>Year Taken</th>
<th>Course Hours</th>
<th>Symbol: “=” or “T” or “X”</th>
<th>UNM Course Name &amp; Number</th>
<th>UNM Credit Hours</th>
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<tbody>
<tr>
<td>EX: ENGL 101</td>
<td>Intro to Composition</td>
<td>Fall 1998</td>
<td>EX: 3</td>
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\[X\] Dept Chair or Designate Signature

*PLEASE PRINT AND SIGN THE FORM*

June 11, 2013