FORM INSTRUCTIONS

Domestic & International Transfer Courses

STUDENTS:

⇒ Current undergraduate UNM students only—grad students see Graduate Studies for assistance.

⇒ One form per UNM Department—IE: one for Math, one for English, one for History, etc.

⇒ Work with your advisor to determine **degree applicable** courses.

⇒ Fill out the top portion of the form with your name, ID, UNM email, transfer college name & location.

⇒ In the sections marked "student" enter the transfer course information including course code/number, course title, course term, & course credit hours.

⇒ Submit the form to the appropriate UNM department for review.

DEPARTMENT:

⇒ Review materials from student & determine UNM course equivalency—if anything is missing contact the student.

⇒ Make sure you indicate **credit** hours for each course & **level** for general electives.

⇒ Equivalencies are one-to-one only.

⇒ Please PRINT your name on the "authorized by" line.

⇒ Include your UNM email address on the form.

⇒ Scan the document and save as PDF.

⇒ Attach the PDF to an email and send it to the LoboTrax Team at: tes1@unm.edu . Please copy the student's UNM email as well.

⇒ IMPORTANT: **ALL** fields must be filled in—incomplete forms will not be processed.

THE UNIVERSITY of NEW MEXICO

PRINT STUDENT NAME: _____

STUDENT ID: _____

STUDENT UNM EMAIL: _____

COLLEGE NAME & LOCATION: _____

Student: enter course code & number EX: ENG 123	Student: enter course title EX: College Comp I	Student: term of course EX: spring 1999	Student: credit hours of course EX: 3	DEPT: Indicate how to process the course—Check **ONE** only *indicate level for general electives*	DEPT: UNM Course Name & Number EX: ENGL 101	DEPT: UNM Crd Hrs EX: 3
				__Equivalent for **all** students __ One-time exception for this student only __ General elective only		
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				__Equivalent for **all** students __ One-time exception for this student only __ General elective only		

AUTHORIZED BY: _____

PRINT NAME: Department Chair or Designee   Chair or Designee's UNM Email Address

DEPT-send PDF copy of this form to tes1@unm.edu for processing--Paper copies will not be accepted.   FORM DATE: 11/8/18