OFFICE OF THE REGISTRAR

UNM TECHNICAL MEMO FOR TRANSFER COURSE ALLOWANCE

INSTRUCTIONS

Step 1: Please complete all sections of the form.

Step 2: Submit form by email to **tes1@unm.edu** and CC student. We can only accept PDF copies by email.

- This form is for use by an authorized department only. Students will need to contact an Academic Advisor regarding technical credits.
- This form allows a department to grant a student credit for transfer courses previously denied credit at UNM, such as technical, vocational, or non-academic courses.
- Credit allowances are non-transferable. If a student changes majors, they will lose these credits.

Student Name

Student UNM ID

Student UNM Email

Transfer Institution Name

Transfer Institution Location

UNM Department Authorizing Request

REQUESTED COURSES *Student will complete this section.*				DEPARTMENT REVIEW *Use symbol = for directly equivalent UNM course, T for transfer with no direct equivalent.*		
TRANSFER COURSE CODE & NUMBER	TRANSFER COURSE TITLE	YEAR TAKEN	TRANSFER COURSE HOURS	SYMBOL (= OR T)	UNM COURSE NAME & NUMBER	UNM CREDIT HOURS
Example: ENG 1101	*Intro to Composition*	*Fall 2025*	3	=	*ENGL 101*	3

AUTHORIZED BY:

Department Chair/Designee Name

UNM Email Address

Date

October 2026