

**Melbourne campus students** must get verification of transferability from the Office of the Registrar *before* having the form signed and returned to the registrar's office. **Florida Tech Online students** sign form, provide course descriptions and fax to (321) 674-8216, affixing only student signature; additional approvals added by evaluator.

**All students:** Course descriptions must be attached when submitting request. *This form does not constitute approval to take course(s) at another institution.* Students will be notified by email from the appropriate office. *Students must request an official transcript be mailed from the approved institution directly to Florida Tech. Hand-carried transcripts are not considered to be official.*

SEND TO: Melbourne Campus Students: OFFICE OF THE REGISTRAR DATE \_\_\_\_\_  
Florida Tech Online Students: FAX: (321) 674-8216, attn: Credential Evaluator

FROM: \_\_\_\_\_  
Last First Middle Student ID Number

I request approval to enroll in the course or courses listed below for transfer credit to Florida Tech. I understand the grades must be C- or better for courses to transfer; the grades themselves and GPA will not transfer; and the Forgiveness Policy does not apply.

**The request MUST be received and approved by the appropriate office (see above) prior to registering for the course or courses.**

Term I plan to attend \_\_\_\_\_ OFFICE USE ONLY: Institution code \_\_\_\_\_

Institution's name \_\_\_\_\_

Please Answer: Are you an international student?  Yes  No

International Student and Scholar Services \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Please Answer: Are you receiving VA benefits?  Yes  No

VA Certifying Official \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Did you petition to graduate?  Yes  No If yes, for which term \_\_\_\_\_

Student Signature \_\_\_\_\_

STUDENT USE			DEPARTMENT USE	TCE USE ONLY
COURSE NUMBER	COURSE TITLE	QTR/SEM CREDITS	FLORIDA TECH EQUIVALENT	

**MELBOURNE CAMPUS ADVISOR: Please initial one**

- The course or courses requested are not offered through Florida Tech Online during Summer-1 or Summer-2.
- The course or courses requested would be more advantageous to the student in a classroom format.

Approved (Choose one)

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_ YES NO

Print name \_\_\_\_\_

Department Head / Program Chair \_\_\_\_\_ Date \_\_\_\_\_ YES NO

Print name \_\_\_\_\_

**DISTRIBUTION:**  
 Original—Registrar  
 Fax—Florida Tech Online  
 Copy—Academic Unit

**Florida Institute of Technology ■ Office of the Registrar**

150 West University Boulevard, Melbourne, FL 32901-6975 ■ (321) 674-8115 ■ Fax (321) 674-7827

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