

# International Student Transfer Credit Pre-Approval Form

Eastern Kentucky University  
Office of the Registrar



After being admitted into EKU international students are expected to complete their program of study using credit earned at EKU. It is EKU that certifies their student visa and awards their degree.

**The Saudi Cultural Commission (SACM) forbids their students from enrolling in online classes at any institution other than their degree granting institution. (And only under the strictest circumstance will online EKU coursework be allowed.) Therefore please do not approve online classwork for students who are now, or in the past have been financially supported by SACM.**

International students may submit official transcripts and have transfer credit recorded at the time they are admitted into EKU. Any previously earned appropriate credit from other institutions of higher education will be entered onto the student's EKU academic history. However after initial admission into EKU an international student, who subsequently wishes to enroll at another institution, for the purpose of earning additional transfer credit, must have prior approval from EKU before accumulating additional transfer coursework.

**The Registrar's Office will not record onto any existing international student's EKU academic record any transfer credit for which the student has not secured prior approval.** This prior-approval form serves to notify the college of the student's major and the Center for International Education of the international student's intention to enroll at another institution, and to establish the applicability of the anticipated transfer credit toward the student's major – **before the student enrolls at the non-EKU institution.**

**A maximum of 21 credit hours may be earned** by any EKU student, (through any means), in any fall or spring term; dean's approval (secured on a different form) is required for a student to enroll in 19 through 21 credit hours. During the summer 15 credit hours is the absolute maximum an EKU student may earn; dean's approval (secured on a different form) is required to enroll in 13 through 15 credit hours. **The Registrar will not record more than 21 hours.**

**STUDENT GIVES FORM TO OFFICE OF STUDENT'S MAJOR. FORM WILL THEN BE ROUTED TO APPROPRIATE OFFICES THROUGH CAMPUS MAIL - NOT TO BE HAND CARRIED BY STUDENT. REGISTRAR WILL SCAN AND EMAIL COPY OF FORM TO STUDENT.**

Student name: \_\_\_\_\_ Are you funded by SACM? \_\_\_\_\_  
PRINT NAME  
 EKU ID: \_\_\_\_\_ Major: \_\_\_\_\_ Hrs. enrolled at EKU? \_\_\_\_\_  
 Transfer school: \_\_\_\_\_  
School name - if more than one school use separate form for each transfer school. School location

**International students are expected to complete their degree program by taking EKU classes. Is the class(es) below being offered at EKU during the same semester?** If yes then what is your reason for requesting to take the course elsewhere? If school listed below is not in close proximity to EKU (e.g. KCTCS) explain why you are not choosing the closest possible school.

Transfer class prefix	Transfer class number	Descriptive title of desired transfer class	Cr. Hrs.	Mode of delivery?(on line or in-class)	Hrs registered at EKU?	Dates of class	Class will transfer into EKU as: (to be completed by approver)
		<i>Remember that 21hrs is the <u>max</u> you may earn in a fall/spring term.</i>					

**APPROVE / DENY** [NOTE: EKU expects international students to take all their courses at EKU. If this student is a SACM student do you have absolute certainty that the student is not taking the proposed class in an online format?]

Student's major advisor or dept. chair/program coordinator for student's major: (I have reviewed this student's Degree Works audit, for enrollment levels and progress toward degree, and agree that the above transfer course(s) are necessary for appropriate progress. **Approve only if there is a compelling reason why the student cannot take the class at EKU.**)

APPROVE  DENY \_\_\_\_\_ Date: \_\_\_\_\_  
 PRINT NAME - Dean of student's major/ designee — Signature

APPROVE  DENY \_\_\_\_\_ Date: \_\_\_\_\_  
 International Education - review for SEVIS issues