

# International Student Transfer Credit Pre-Approval Form

*Transfer credit will not be recorded onto the academic history for a current EKU international student without this form being on file in the Registrar's Office, prior to completion of the transfer course.*

Eastern Kentucky University  
Office of the Registrar



Each EKU international student may submit official transcripts and have recorded in transfer all previously earned appropriate credit from other institutions of higher education, at the time the student is admitted into EKU. 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 an 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.

Student name: \_\_\_\_\_  
*PRINT NAME*

EKU ID: \_\_\_\_\_ Student's major: \_\_\_\_\_

Transfer school: \_\_\_\_\_  
*School name - if more than one school use separate form for each transfer school. School location*

Transfer class prefix	Transfer class number	Descriptive title of desired transfer class	Credit hours	Dates of class	Class will transfer into EKU as: <i>(to be completed by EKU Transfer Center professional)</i>

**TRANSFER CENTER CERTIFYING SIGNATURE;**

*(The above transfer evaluations must be certified by the Transfer Center before any of the required approving signatures can be obtained)*

Date: \_\_\_\_\_

**APPROVING SIGNATURES:**

**Student's major advisor:** *(I have reviewed this student's DegreeWorks audit, for enrollment levels and progress toward degree, and agree that the above transfer courses are appropriate for the student's major and will apply toward their graduation requirements.)*

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_

**Dean of student's major (or designee):**

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_

**Director of Center for International Education (or designee):**

\_\_\_\_\_  
*Signature* Date: \_\_\_\_\_