

Transferring Your International Courses to UNM

STEP 1:

- THIS FORM IS FOR CURRENT REGISTERED DOMESTIC OR FOREIGN (students on a VISA) UNM STUDENTS ONLY. PROSPECTIVE STUDENTS SHOULD SPEAK TO THE GEO OFFICE: <http://geo.unm.edu/>
- ALL INTERNATIONAL COURSES REMAIN GENERIC LOWER LEVEL ELECTIVES UNTIL THEY ARE REVIEWED BY THE CORRESPONDING UNM DEPARTMENTS USING THIS FORM FOR THE EVALUATION.
- BE SURE TO ORDER YOUR OFFICIAL TRANSCRIPT AND HAVE IT MAILED TO:
 - UNIVERSITY OF NEW MEXICO
STUDENT SUPPORT & SERVICE CENTER
MSC11 6305
1155 UNIVERSITY BLVD SE
ALBUQUERQUE NM 87106-4320
USA
- IF THE TRANSCRIPT IS IN A LANGUAGE OTHER THAN ENGLISH YOU WILL NEED A CERTIFIED TRANSLATION TO ACCOMPANY THE OFFICIAL TRANSCRIPT. SEE NACES FOR INFO:
<http://www.naces.org/>
- ALSO PROVIDE THE UNM GEO OFFICE COORDINATOR WITH AN OFFICIAL COPY (See website for info: <http://geo.unm.edu/>).
- YOU MUST WAIT FOR THE TRANSFER COURSES TO BE PROCESSED BY EITHER THE GEO OFFICE OR THE OFFICE OF ADMISSIONS. *Please allow time for processing which can vary depending on staffing and workload.*
- ONCE YOUR COURSES ARE PROCESSED AND ON YOUR LOBOTRAX AUDIT, YOU WILL THEN NEED TO TAKE THE INTERNATIONAL EQUIVALENCY FORM (ONE FORM PER DEPARTMENT) TO THE APPROPRIATE UNM DEPARTMENTS FOR COURSE EVALUATION.
- MAKE SURE YOU HAVE ATTACHED THE NECESSARY DOCUMENTATION FOR THE EVALUATION. IF YOU ARE UNSURE OF WHAT TO PROVIDE, CHECK WITH THE DEPARTMENT.

STEP 3:

- MAKE SURE YOUR FORM IS COMPLETE! INCOMPLETE FORMS WILL NOT BE PROCESSED. TAKE THE COMPLETED FORM BACK TO YOUR PROGRAM COORDINATOR ALONG WITH ALL THE NECESSARY DOCUMENTATION.

STEP 4:

- THE FORMS ARE THEN FORWARDED TO THE LOBOTRAX TEAM WHERE THE EQUIVALENCIES ARE PROCESSED AND BECOME A PART OF YOUR ACADEMIC RECORD. PLEASE RUN A NEW LOBOTRAX AUDIT TO VIEW THE CHANGES. FOR INSTRUCTIONS ON RUNNING /READING YOUR LOBOTRAX AUDIT, PLEASE VISIT OUR WEBSITE: <http://www.unm.edu/admissions/lobotrax/>. QUESTIONS REGARDING DEGREE APPLICABILITY OF THESE COURSES SHOULD BE DIRECTED TO YOUR DEGREE GRANTING COLLEGE ADVISOR. QUESTIONS ABOUT THIS FORM CAN BE SENT TO: tes1@unm.edu .



University of New Mexico
 1155 University Blvd SE
 Albuquerque, NM 87106-4320
 MSC11 6325
 Telephone (505) 277-2447
 Fax (505) 277-6809

Departmental/College/School Determination of Course Action

Please use symbol to indicate course action.

Symbol

EQUIVALENT: Indicates the course is accepted as equivalent to a UNM course for **ALL** students.

=

GENERIC: Indicates the course is to be given generic department Credit only please indicate the course **LEVEL** (1, 2, 3 or 4).

T

ALLOWANCE: Indicates the course is accepted as equivalent to a UNM course for **THIS STUDENT ONLY!**

X

IMPORTANT: Allowances can only be course to course. We cannot do many courses to one course or vice versa. Please use **ONE FORM** per department. Equivalencies can only be granted by the **ORIGINATING** department (IE: English dept cannot grant a Spanish Equiv).

*****Incomplete forms will **NOT** be processed. *****

Student Name: _____

Banner ID: _____

Transfer Institution Name: _____

Location: _____

Transfer Course Code & Number EX: ENGL 101	Course Title EX: Intro to Composition	Year Taken EX: Fall 1998	Course Hours EX: 3	Symbol: “=” or “T” or “X”	UNM Course Name & Number	UNM Credit Hours

X

Dept Chair or Designate Signature

Dept/School/College & Date

PLEASE PRINT AND SIGN THE FORM

June 11, 2013