

Request for Departmental Evaluation of Credit International Transfer Credit

University of Nebraska-Lincoln

Directions for Use

Use this form when a student has college level transfer credit from an institution outside the United States. Credit designation on CHP (found in the student's advising folder) or degree audit is IVAL. For Study Abroad credit evaluation be sure to check the Education Abroad Experience box.

Academic Adviser may assist a student in determining the appropriate form to complete. Credit from an international institution will not be reflected on the student's UNL record until it is evaluated by the appropriate evaluator and the completed form is returned.

Section 1: Student information. Student and adviser together may enter this information.

Section 2: Adviser will enter course title, dates, and grades. For more detailed course information the following documents are found in the student's folder in ImageNow.

Copy of the international transcript (dates attended and grades)

CHP or Credit Hours Presented (course title used for UNL records)

Adviser determines appropriate department from which to seek evaluation of the transfer credit. Use a separate form for each department (math, chemistry, philosophy, etc.).

The Department Directory of Transfer Credit Evaluators (<http://creditevaluation.unl.edu/advisers>) lists current evaluators by department. Some departments have one evaluator for credit from within the United States (D--Domestic Credit), and another for credit from outside the United States (I--International Credit).

Print Button: Click the print button to print the form after the Sections 1 and 2 are complete.

Section 3: Student will make an appointment with each evaluator and take a printed copy of the form. Take course documents (in English) such as syllabus, course description, textbooks used, chapters covered, grading scale, and methods of assessment (e.g. papers, projects, exams, etc.) to the appointment with the evaluator.

Section 4: Department Evaluator will determine appropriate transfer credit to be awarded and enter UNL Course ID (CHEM 109), or designate subject credit (CHEM 1XX) elective credit (GNCR), or non-degree applicable (NDAP). Courses may be combined. (Chemistry A and B together may be awarded credit for CHEM 109.) The evaluator will enter the department name and phone, sign and date the form. The evaluator will forward the signed form to the Dean's Office or College Advising Center of the department granting credit. **Do not return signed document to student.**

Section 5: College Official (Dean's office or designee) will approve the transfer of credit and forward the completed form to Office of Admissions, 1410 "Q" Street (0417).

If you have questions about the forms or the process for evaluating transfer credit, contact the Academic Transfer Coordinator. (joann.moseman@unl.edu or 402.472-9455.) For questions regarding international institutions contact Undergraduate Admissions, Assistant Director for International Admissions (472-2023).

The University of Nebraska-Lincoln is an equal opportunity educator and employer with a comprehensive plan for diversity.