



# External Transfer Course Request: International Undergraduates

Purpose: Used by undergraduate international students who are either currently enrolled or are applying for readmission at Marquette University, and are seeking their college's pre-approval to take a course(s) at an institution in their home country. College approval must be obtained prior to any course enrollment at the international institution. This form is not for students with US Citizenship or residency.

### Student Instructions:

- Complete Sections 1-2 of this form, using a computer.
  - complete one form for each international institution you wish to attend.
  - a handwritten form will **not** be accepted.
  - an incomplete form will not be processed and will be returned to you for completion.
- Print the form using the 'Print Form' button. Sign form in Section 3; a digital signature is **not** acceptable.
- College of Business students **only**: print your **current** Graduation Checklist from CheckMarq and attach to the form.
- Attach syllabi or detailed course descriptions in English for all proposed international courses.
- Submit the completed form and all supporting documents via one of the methods listed at the bottom of this form. Your request will not be processed without supporting documents.

### Notes:

- an external course cannot be transferred if its equivalent course has previously been completed with a grade of D or higher at Marquette University; students should refer to the Repeat Policy in the bulletin or consult with their college adviser for guidance.
- without this approval in advance, acceptance of the courses/credit toward the Marquette degree is not guaranteed.
- acceptance of these courses towards a Marquette degree requires an official transcript in English or with English translation from the external institution from which you took the course(s) and must come directly to the Marquette University Office of the Registrar. Options for submitting a transcript can be found on the [Marquette Central](#) webpage. Transcripts from Chinese universities also require submission of a Transcript Verification Report (中国高等学校学生成绩验证报告) from CHESICC - China Higher Education Student Information and Career Center. You should submit the same transcript to Marquette and CHESICC. CHESICC reports can be sent directly from CHESICC to Marquette via email at [world@marquette.edu](mailto:world@marquette.edu).
- fill in the calendar system of the external institution in Section 2 (semester, quarter or other).
- list more than one course in Section 2, in case you are unable to enroll in your first choice.
- concurrent registration at two institutions is prohibited. Seek separate approval from your college.
- special programs (e.g. Pre-Law, Pre-Dent) may have additional requirements. Contact your adviser to determine if your program has specific restrictions.
- before submission of this form, ensure your request is aligned with the University [Transfer](#), [Residency](#) and [Repeat](#) policies.

### OIE Instructions:

- OIE receives form via ImageNow email from the OTR and verifies institutional accreditation in Section 4.
- OIE will route form to OTR via email if institution is approved. OTR will append emailed document(s) to original form in ImageNow and route to college office for course review.
- If institution is denied, OIE will notify student and route form to OTR via email. OTR will append emailed document(s) to original form in ImageNow and route to complete.

### College Instructions

- Enter decision and comments in Section 2 for each course.
- In Section 4, use the ImageNow stamp to indicate the person who reviewed Section 2.
- Route to the OTR via ImageNow and notify the student.

### Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
 Last name, first name, middle name \_\_\_\_\_

Email \_\_\_\_\_@marquette.edu Phone \_\_\_\_\_ Class  Freshman  Soph.  Jr.  Sr.

College (of primary major) \_\_\_\_\_ Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Expected Graduation Term  Fall  Spring  Summer Year (YYYY) \_\_\_\_\_ Country of Permanent Residence \_\_\_\_\_

### Section 2: External International Institution Course Information

Note: one form for each institution and term

Year/Term of external enrollment  Fall  Winter  Spring  Summer Year (YYYY) \_\_\_\_\_

Name of Institution \_\_\_\_\_ City/Province/State and Country \_\_\_\_\_

Check one  Semester  Quarter  Other (explain) \_\_\_\_\_

I plan to take the following course(s).

					For College Office Use ONLY	
External Course Subject/Number (e.g. ENG 101)	External Credits	External Course Title	Requested MU Equivalent (e.g., ENGL 1001)	Requested Requirement(s) (MCC, Major, etc.)	College: MU Equivalent	College: Decision/Comments

\*The college's decision is dependent on the accuracy of the external course information provided by the student and is valid only for the term selected in Section 2. Number of transferable credits will be determined upon receipt of official transcript.

### Section 3: Student Signature

I attest that all of the information above is true and correct and request that my college review the above course(s) for their transferability and equivalencies. I also understand that the course(s) listed above will only transfer to Marquette if listed on the official transcript sent directly to the Office of the Registrar. Furthermore, I acknowledge that in order for these courses to be accepted, it is my responsibility to know and fulfill all university and college degree/major requirements, including approval of how these transfer courses will fit into my degree plan, as well as the Transfer, the Residency and the Repeat policies.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 4: OIE & College Reviewer's Stamps

OIE: \_\_\_\_\_ College: \_\_\_\_\_