

# Santa Fe College Study Abroad Course Transfer Approval Form

SFC#: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PROGRAM NAME \_\_\_\_\_ LOCATION: \_\_\_\_\_

Major (Pgm. Code): AA / AS / AAS / Certificate (circle one) Term Abroad: \_\_\_\_\_ Program Dates: \_\_\_\_\_

**Step 1:** To be completed by International Education Coordinator (Allison Nyamuame, S-130)

Student GPA: \_\_\_\_\_ IE APPROVAL: \_\_\_\_\_ Yes \_\_\_\_\_ No  SFC GPA  Transfer Credit IE Signature: \_\_\_\_\_

Students going abroad must have a 2.0 SFC GPA and be in good standing.

(All College GPA)

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

**Step 2:** To be completed by Transcript Evaluator, Registrar's Office (Jackie Strand, R-120)

Please bring with you an overseas course syllabus for each course you are taking, as well as an explanation of transfer credit equivalencies if necessary.

Name of School Issuing Transcript: \_\_\_\_\_ Address of School: \_\_\_\_\_

Transcript Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 3:

### COURSE SELECTION AND APPROVAL BY DEPARTMENT CHAIRS

For each course taken overseas (unless an elective), you must get approval from the department chair who oversees your substituted course subject.

1. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_

Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective

Credits to be transferred: \_\_\_\_\_

Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

2. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_

Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective

Credits to be transferred: \_\_\_\_\_

Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

3. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_

Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective

Credits to be transferred: \_\_\_\_\_

Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

4. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_

Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective

Credits to be transferred: \_\_\_\_\_

Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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5. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
6. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
7. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
8. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
9. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
10. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
11. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_
12. Overseas Course Number & Name: \_\_\_\_\_ SFC Course Prefix and Number: \_\_\_\_\_  
Credits: \_\_\_\_\_ Check one that applies: \_\_\_ Gen Ed. \_\_\_ Major \_\_\_ Elective Credits to be transferred: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Dept./Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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## STUDENT SIGNATURES

The student must notify the International Education Coordinator upon registration and receipt of his class schedule at the overseas institution. This must be done within 2 weeks of the start date of courses at the overseas institution. Changes to the student's schedule will not be accepted more than one month after the start date of courses at the foreign institution and will require further approval.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

The student acknowledges that s/he **must maintain a course schedule equivalent to a full-time course of study at Santa Fe College**. If s/he drops below full-time, s/he understands that s/he must contact the Study Abroad Coordinator immediately so that Financial Aid may be notified and his/her course schedule adjusted accordingly.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## STUDENTS GRADUATING

It is your responsibility to ensure that the host institution provides an official transcript to the SFC Registrar by posted deadlines in order to graduate.

**Please initial:** \_\_\_\_\_

**Please see (Jackie Strand, R-120) to discuss any concerns you may have about the posting of your grades and/or possible delays to your graduation.**

I understand and acknowledge the above information regarding transcripts as outlined.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Step 4: Please bring completed form to Jackie Strand in the Registrar's Office

### TRANSCRIPT INFORMATION

The **Santa Fe College Registrar** requires original, official transcripts from the host institution in order to post any grades and coursework. In order to receive credit, SFC students must request transcripts be sent to:

**Office of the Registrar  
Santa Fe College  
3000 NW 83rd Street  
Gainesville, FL 32606**

**Faxed transcripts are not acceptable.**

**Transcripts delivered by hand in a sealed envelope will be accepted.**

Under normal circumstances, please allow 2-3 months upon program's completion for grades to be posted.