

INTERNATIONAL TRANSFER COURSE EVALUATION

Note: Fill in this interactive form using Acrobat or Reader. Only use this form for international requests.
One course per form. For domestic schools, use TES.

Step 1: To be completed by Requestor/Advisor

Transfer School: _____

Student Name: _____ **NSHE#** _____

TRANSFER COURSE (reference transfer credit report in MyUNLV)			PROPOSED UNLV EQUIVALENT COURSE OR GENERAL EDUCATION DESIGNATION
Incoming Course prefix and number	Course Title	Units Taken	
Example: INTL LCRSE2	Algebra and Trigonometry	2.25	Example: MATH 127 Fine Arts Requirement
INTL LCRSE3	Drawing	3.75	
Requestor Printed Name: _____		Requestor Signature: _____	Date: _____

Step 2: Requestor must submit form and supporting documents to Department Evaluator (Click [here](#) to find the appropriate evaluator's contact information)

Step 3: To be completed by Department Evaluator

DEPARTMENT EVALUATOR

Please review the attached description/syllabus for the following course(s) and indicate if your department/college has a similar class at UNLV and/or if it will meet a General Education requirement in your area. Minimum grade requirement will be determined by the student's college and/or major department.

Approved **Disapproved**

Evaluator printed name: _____

Evaluator signature: _____ **Date:** _____

Digital Signature Instructions: <https://www.unlv.edu/provost/policies-forms/completing-and-signing>

If approved, department evaluator will proceed to Step 4

If disapproved, explain why below (required) and proceed to Step 4

Step 4: Evaluator Actions

- Email copy of signed form to **registrar@unlv.edu**
 - Digital Signature is accepted as long as email comes from the evaluator's UNLV email
- The subject line of the email must solely say "**International TCE**"
- A staff member from the Office of the Registrar will process the request
- Requestor/ Advisor will receive a confirmation email when the request is completed