



# FORM INSTRUCTIONS

PROVISIONAL Domestic & International Transfer Courses

## STUDENTS:

- ⇒ Current undergraduate UNM students needing pre-approval of exchange/study abroad courses only.
- ⇒ One form per UNM Department—IE: one for Math, one for English, one for History, etc.
- ⇒ Work with your advisor to determine **degree applicable** courses.
- ⇒ Fill out the top portion of the form with your name, ID, UNM email, transfer college name & location.
- ⇒ In the sections marked “student” enter the transfer course information including course code/number, course title, course term, & course credit hours.
- ⇒ Submit the form to the appropriate UNM department for review. You will need to submit a **FINAL** equivalency form upon return from exchange/study abroad.

## DEPARTMENT:

- ⇒ Review materials from student & determine UNM course equivalency—if anything is missing contact the student.
- ⇒ Make sure you indicate **credit** hours for each course & **level** for general electives.
- ⇒ Equivalencies are one-to-one only.
- ⇒ Please PRINT your name on the “authorized by” line.
- ⇒ Include your UNM email address on the form.
- ⇒ Scan the document and save as PDF.
- ⇒ Attach the PDF to an email and send it to the LoboTrax Team at: [tes1@unm.edu](mailto:tes1@unm.edu) . Please copy the student’s UNM email as well.
- ⇒ IMPORTANT: **ALL** fields on the form must be filled in—incomplete forms will not be processed. Also, a **FINAL** equivalency form must be submitted for processing on the student’s audit.



**PROVISIONAL FORM:** For exchange program  
 Pre-approval information only—final form required for addition  
 To student's LoboTrax Audit.

**CONTACT INFO:**

UNM LoboTrax Team  
 UNM Registrar's Office  
 Email: [tes1@unm.edu](mailto:tes1@unm.edu)

PRINT STUDENT NAME: \_\_\_\_\_  
 STUDENT ID: \_\_\_\_\_  
 STUDENT UNM EMAIL: \_\_\_\_\_  
 COLLEGE NAME & LOCATION: \_\_\_\_\_

Student: enter course code & number EX: ENG 123	Student: enter course title EX: College Comp I	Student: term of course EX: spring 1999	Student: credit hours of course EX: 3	DEPT: Indicate how to process the course—Check <u>ONE</u> only *indicate level for general electives*	DEPT: UNM Course Name & Number EX: ENGL 101	DEPT: UNM Crd Hrs EX: 3
				<input type="checkbox"/> Equivalent for <b>all</b> students <input type="checkbox"/> One-time exception for this student only <input type="checkbox"/> General elective only		
				<input type="checkbox"/> Equivalent for <b>all</b> students <input type="checkbox"/> One-time exception for this student only <input type="checkbox"/> General elective only		
				<input type="checkbox"/> Equivalent for <b>all</b> students <input type="checkbox"/> One-time exception for this student only <input type="checkbox"/> General elective only		
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**AUTHORIZED BY:** \_\_\_\_\_

PRINT NAME: Department Chair or Designee	Chair or Designee's UNM Email Address
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