

Transfer Credit Articulation Request

Matriculated RIT Kosovo Students

Instructions:

This form is to be used by degree-seeking students at RIT Kosovo planning to take required courses at another institution for the purpose of transferring credit into their APPLAS-BS program.

Student Information:

Full Name: _____	UID: _____
RIT email: _____	Date: _____

Transfer Credit Overview:

Advanced planning is required when considering taking a course outside of RIT Kosovo. Credit and a specific course articulation is not guaranteed without advanced approval from RIT Transfer Credit Unit.

Please note: The Office of the Registrar will obtain the course articulation decision, but this does not guarantee that the course will fulfill a requirement. Students should work with their academic advisor to ensure that the course articulation will fulfill a requirement in the student's degree.

To complete this process:

Meet with your Academic Advisor to review which requirements you are considering completing with transfer credit and what external courses you are anticipating taking and why.

1. Complete this form, attach required course documentation and submit to academicaffairs@auk.org. All forms must be submitted electronically via this email address by the student making the request.
2. Make the payment of €20 per credit (i.e. €60 for a 3 US credit course) processing fee per course at the Finance Office and send payment proof to academicaffairs@auk.org in addition to the above mentioned documentation.
3. After review with the appropriate RIT academic department, the Academic Affairs Office will email you and your academic advisor with the articulation determined. This process takes up to four weeks. Please note that if applying late, there is no guarantee for timely evaluation.
4. Complete the course and have the final official transcript sent to Academic Affairs Office. The transfer of the course takes up to six months from the day RIT Kosovo received the official transcript. Late submission of the transcript may result in delay of graduation.

Please be advised of the following:

- Credit hours for courses taken at another institution may transfer, but grade(s) will not appear on your RIT transcript.
- Grades earned at another institution must be equivalent to a "C" or better.
- No more than 10 of a student's final 30 semester hours may be transferred from another institution.
- Responses to articulation requests typically take a minimum of 4 weeks. The response can take longer if multiple units need to review the course.
- The more materials/information you can provide regarding the course, the quicker the review process can begin.
- This process excludes students that have been selected to participate in any of the official exchange agreements between RIT Kosovo and an external institution

External School Information:

Name of External College/University where coursework will be completed:

External College/University address:

Campus (if multiple): _____

Web address of College/University: _____

When do you plan to take the course(s) (semester/quarter/month): _____

Required course documentation:

For each course you are requesting, please attach a copy of the course syllabus and a course description. The more information you provide, the better RIT will be able to evaluate the best articulation.

Course Information:

Course Title: _____

Course Subject: _____ **Number:** _____ **Credits:** _____

Link to course description or syllabus: _____

Requirement to fulfill at RIT Kosovo: _____

Reason for taking course from an external institution: _____

Student Signature and date:
