

# The College of New Jersey

Office of Records & Registration  
P.O. Box 7718, Ewing, NJ 08628-0718  
609-771-2141

## INTERNATIONAL EXCHANGE ACADEMIC EVALUATION FORM

NAME: <span style="float: right;">ID #: <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></span> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Last</span> <span>First</span> <span>M.I.</span> </div>	(6 digit PAWS ID#)
PHONE: <span style="float: right;">EMAIL:</span>	MAJOR:
YEAR IN SCHOOL:	GPA PRIOR TO EXCHANGE:
HOST INSTITUTION:	HOST COUNTRY:
TERM: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input style="width: 40px;" type="text"/> Year	

**HOST INSTITUTION:**

**THE COLLEGE OF NEW JERSEY:**

List intended courses to be taken at host institution. Feel free to list acceptable alternatives.		Indicate transfer equivalent for each course and how this course will be applied to your degree. <i>*Major and Minor requirements must be approved by the appropriate Department Chairperson; Honors courses by the Honors Coordinator (Green Hall 109); Liberal Learning requirements and Elective courses by an Academic Evaluator in the Office of Records and Registration (Green Hall 112).</i>			
COURSE #	TITLE	COURSE#	TITLE	REQUIREMENT (major, minor, Honors, LL, elective)	*DEPARTMENT APPROVAL

**IMPORTANT: Please note the following:**

- Credits earned abroad will count toward total earned hours at TCNJ. However, the grades will **not** be computed into the GPA. (Note: Only earned grades of "C" or higher will be awarded credit at TCNJ.)
- Request an official transcript of all work completed **BEFORE** leaving host institution.
- Send transcripts directly to: Academic Evaluations, Office of Records & Registration, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718.
- This form must be completed during the semester **BEFORE** studying off campus.
- Upon receipt of your transcript from your host institution, the Office of Records & Registration will review and determine the number of credits awarded, and post these credits as units to your academic record. (Note: 15 contact hours is equivalent to .25 units at TCNJ; therefore 60 contact hours are needed to earn 1 unit.)

**By signing this form, I understand that it is my responsibility to adequately plan my academic course load while away from TCNJ to ensure that I am earning sufficient credits toward my degree.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date