The College of New Jersey
Office of Records and Registration
P.O. Box 7718, Ewing, NJ 08628-0718
Phone: (609)771-2141
recreg@tcnj.edu

INTERNATIONAL EXCHANGE ACADEMIC EVALUATION FORM

NAME: Last First M.I.	PAWS ID:
PHONE: EMAIL:	MAJOR:
YEAR IN SCHOOL:	GPA PRIOR TO EXCHANGE:
HOST INSTITUTION:	HOST COUNTRY:
TERM: ☐ Fall ☐ Spring ☐ Summer ☐ 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.** ****Major and Minor*** *requirements must be approved by the appropriate Department Chairperson;* ***Honors*** *courses by the Honors Coordinator (Green Hall 109);* ***Language*** *courses by the Chairperson of World Languages & Cultures (Bliss Hall 328) and* ***College Core*** *and* ***Elective*** *courses by an Academic Evaluator in the Office of Records and Registration (Green Hall 112).*			
COURSE #	**TITLE**	**COURSE#**	**TITLE**	**REQUIREMENT** (Major, Minor, Honors, CC, 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**