The College of New Jersey

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

INTERNATIONAL/NATIONAL EXCHANGE ACADEMIC EVALUATION FORM

NAME: Last First M.I.	ID #: ☐☐☐☐☐☐☐☐☐ (8 digit TCNJ ID or 9 digit S.S. #)
PHONE: EMAIL:	MAJOR:
YEAR IN SCHOOL:	GPA PRIOR TO EXCHANGE:
HOST INSTITUTION:	HOST COUNTRY:
CALENDAR AT HOST INSTITUTION: ☐ Semester ☐ Quarter	HOST SIS CODE:
TERM OF EXCHANGE: ☐ Fall ☐ Spring ☐ Summer ☐ Year	

ACADEMIC EVALUATION OF COURSES

HOST INSTITUTION: **THE COLLEGE OF NEW JERSEY:**

HOST INSTITUTION COURSES TO BE COMPLETED Please list acceptable alternatives			**THE COLLEGE OF NEW JERSEY** Indicate transfer equivalent for each course and how course will be used, ie: elective, general education, major requirement.			
COURSE #	TITLE	CREDIT HOURS	COURSE #	TITLE	CREDIT HOURS	SIGNATURE AUTHORIZATION

All classes and grades for *NSE students* will be entered on transcript and computed into the GPA. Transcripts of *international exchange students* will reflect only the credits accepted and will not be computed into the GPA.

Student's Signature **Date**

IMPORTANT: It is the student's responsibility to complete the following:

- Request an official transcript of all work completed at the host institution. *Students must request transcripts BEFORE returning to TCNJ.*
- Have transcripts sent to: Delsia Fleming, Office of Records and Registration, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718.
- Have this form completed and approved by the following offices during the semester BEFORE the exchange or study abroad. General education and elective courses must be approved by the Office of Academic Evaluation, Records & Registration, The College of New Jersey, Green Hall, Room 112 (telephone 609-771-2647). The Department chairperson must approve major requirement courses.
- Upon your return, follow up on the posting of approved credits to your TCNJ transcript with the Office of Academic Evaluation, Records & Registration.

Original: Office of Records and Registration Copies: Office of Global Programs & Student

Revised 7/03