

Transfer Evaluation Form

Instructions, Student Information, & Course Planning

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Purpose of this form

This form is for students participating in the National Student Exchange (NSE) program to request evaluation of courses they plan to take at a partner institution. It allows academic departments at UTRGV to review those courses and determine whether an equivalent course exists for potential transfer credit.

Need Help With This Form?



Click or scan the QR code for guidance on this form and required approvals.

1 Instructions

- 1 Select the courses you plan to take at your NSE partner institution.
- 2 Complete all student information on this form.
- 3 List your courses and UTRGV equivalents on the table, and attach a course description / syllabus for each.
- 4 Submit the form to your academic department for review and approval.
- 5 Obtain signatures from the Department Chair and College Dean.
- 6 Email the completed form and all supporting materials to the NSE Coordinator by the given deadline.

Important

Approval confirms that an equivalent course may exist at UTRGV, but does not guarantee that the course will count toward the student's degree requirements.

After Completing the Program

It is the student's responsibility to submit an official transcript from the partner institution to UTRGV for final credit evaluation.

2 Student Information

Family / Last name	First / Given name	UTRGV ID
Academic term	Major	Name of NSE institution

3 Course Equivalency Table

Example

NSE Partner Uni. Course Number	NSE Partner Uni. Course Title	Approved?	UTRGV Course Number	UTRGV Course Title
MANA 3301	International Human Resources Management	☒ Yes ☐ No	MGMT 4311	International Management

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Course Equivalency Review & Alternate Course Options
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3 Course Equivalency Table - Continued

Complete the NSE Partner Institution and UTRGV course information for each course you would like evaluated.

Leave the “Approved?” column blank
Your academic department will review the proposed equivalencies and mark each course as approved or not approved.

NSE Partner Uni. Course Number	NSE Partner Uni. Course Title	Approved?	UTRGV Course Number	UTRGV Course Title
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		

(Optional but recommended) Fill in the following table with your alternate courses, in the case that one or more classes above are not approved.

		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		
		☐ Yes ☐ No		

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Student Acknowledgment, Approvals, & Submission

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4 Student Acknowledgment

I understand that upon satisfactory completion of the above approved courses, I will receive academic credit from The University of Texas Rio Grande Valley.

Printed name

Signature

Date

5 Institutional Approval

Department chair

Full name

Signature

Date

College dean

Full name

Signature

Date

6 Before Submission

Confirm that

☐

All student information is complete.

☐

All proposed NSE courses are listed.

☐

A course description or syllabus is attached for each course submitted for evaluation.

☐

(Optional, but HIGHLY recommended) Alternate courses are listed.

☐

The academic department has completed the course-equivalency review.

☐

The Department Chair has signed and dated the form.

☐

The College Dean has signed and dated the form.

☐

The Student Acknowledgment is signed and dated.

7 Submission

Final Step

Once all required sections are complete and the necessary signatures have been obtained, email the completed Transfer Evaluation Form and all required supporting materials to the NSE Coordinator at jessica.cantu@utrgv.edu.

Suggested Email Subject: NSE Transfer Evaluation Form – [Student Name] – [Exchange Term]

Transfer Evaluation Form

After exchange information

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8 After Your Exchange

Remember to submit an official transcript from your NSE institution to UTRGV so your completed coursework can receive final transfer-credit evaluation. Please keep a copy of the completed form for your records.