

**The University of Texas at Tyler  
Pre-Approval for Exchange Student Courses**

**Student Information**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Major: \_\_\_\_\_ Phone: \_\_\_\_\_

**Important Information for Students:**

- **Prior to beginning an exchange program, you must:**
  - Provide official course description / materials for each course to your Advisor and Department Chair for review.
  - Establish UT Tyler course equivalencies for all exchange program courses.
  - Complete all requirements as set forth by the Office of International Programs.
  - If seeking financial aid from UT Tyler while abroad, confer with Financial Aid and complete all requirements of that office.
- **Upon return from your exchange program, you must:**
  - Submit official transcripts, with English translations if necessary, for all exchange coursework taken.
  - [Submit an international credit evaluation from a University-approved agency.](#)

**Exchange Program Information**

Name of Exchange Institution: \_\_\_\_\_

Address of Exchange Institution: \_\_\_\_\_

List all UT Tyler Semesters Covered by Exchange Period: \_\_\_\_\_

EXCHANGE COURSE(S)					UT TYLER COURSE EQUIVALENT(S)			
TERM	COURSE PREFIX	COURSE NUMBER	COURSE TITLE	CREDITS	COURSE PREFIX	COURSE NUMBER	CREDITS	LEVEL (Lower / Upper)

**Required Signatures:**

**Student:** \_\_\_\_\_ Date: \_\_\_\_\_

I certify, by my signature above, that I have read and understand all items listed under 'Important Information for Students'.

**Academic Advisor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Department Chair:** \_\_\_\_\_ Date: \_\_\_\_\_

**International Programs:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Director or Assistant Director)

**Office of the Registrar:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Registrar, Associate Registrar, or Assistant Registrar)