

Florida International University College of Business Administration Equivalency Request Form

Please attach a course description (catalog description and/or syllabus) *in English*. All translated material must be notarized. Requests with documentation not in English will be rejected. This form and all documentation must be submitted to the college's counseling department (MM 07). **You are responsible for keeping any copies of this request and the documentation.**

Please Print Clearly

FIU Course Number _____ FIU Title _____

Student Information

Name _____ Student Number _____

Address _____ Phone Number _____

Transfer Institution Information – (Fill Out Completely)

Name _____

City _____ State _____ Country _____

Course Number _____ Course Title _____

Year Taken _____ Fall _____ Spring _____ Summer _____

Did you earn a final grade? _____ If so, what grade was earned? _____

College Use Only

Approved _____ Denied _____ Department Signature _____

Approved _____ Denied _____ Counseling Signature _____

Date received _____ Date sent to dept _____ Date returned _____

Program of study updated? YES/NO

***** Students who receive approval on lower division courses (1000, 2000, 100, or 200 level) will be required to complete upper division business electives (3000 or 4000 level) to replace the missing upper division credit hours.**