

# 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 \_\_\_\_\_

\_\_\_\_\_ E-mail Address \_\_\_\_\_

### 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 update? 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.**