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**

<table>
<thead>
<tr>
<th>FIU Course Number</th>
<th>FIU Title</th>
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**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.***