



Transfer Credit Approval Form

Make an appointment with the appropriate official at your school (Director of Study Abroad, Registrar, Dean, etc.) and complete this form together. Please sign the form and return it at your earliest convenience to the email address listed above. If you have any questions about the academic policies of the AJY Program, please contact Dr. Martin Kley at mkley@heidelberg.edu.

Applicant's Name _____

I hereby give permission to Heidelberg University's Registrar's Office to release my transcript to my home campus.

Applicant's Signature: _____ Date: _____

I. *Information on course selection*

- a. Information on course selection and our Guide to Course Offerings can be found on our website.
- b. During the first four weeks in Heidelberg (*Intensivkurs*) we will have several academic planning sessions.
- c. Each student then meets with the Resident Director individually to discuss their tentative course selection using the current Universität Heidelberg Course Catalog (*Vorlesungsverzeichnis*).
- d. Students discuss their course selection with their sending institution's academic advisor(s) via email prior to the start of the University semester in October or in April. For that purpose, we provide course descriptions in German and English.

II. *Certification*

- a. Credit will will not

be accepted in transfer subject to the following conditions:

- b. Credit will be transferred back to the home campus (please check one):
- with grades as listed on the Heidelberg University transcript which will be calculated into the student's cumulative GPA.
 - as equivalent credit (for courses completed with a grade of "C" or better). Grades will not affect the home campus cumulative GPA.

other. Please explain:

III. The AJY program offers 3-credit internships. Is an internship requiring 120 hours of work, an evaluation by the internship supervisor, and a written report acceptable for credit at your institution?

IV. *The transcript for the above-named student should be sent to the following person/office:*

Heidelberg University offers and prefers secure electronic transcript delivery through Parchment.

(Review list of schools online at <https://www.parchment.com/order/my-credentials/>).

Electronic Network Recipient: _____

Write name of school as it appears on the online list

Electronically Outside the Network:

Name of Recipient: _____

Recipient's Email: _____

Recipient's Title/Office: _____

College/University: _____

Address: _____

Date Signature

Name (printed) Title

Office / Department

College or University