

Transfer Credit Articulation Request Matriculated RIT Kosovo Students

Instructions:

This form is intended for degree-seeking RIT Kosovo students who wish to take courses at another institution with the goal of transferring the credits into their APPLAS-BS program.

Student Information:

Full Name: _____	UID: _____
RIT Email: _____	Date: _____

Transfer Credit Overview:

Students planning to take courses outside of RIT Kosovo must seek approval in advance. Credit transfer and course articulation are not guaranteed without prior authorization from the RIT Transfer Credit Unit.

Please note: The Office of the Registrar will confirm the course articulation decision, but this does not ensure that the course will meet specific degree requirements. Students should consult with their academic advisor to ensure the transfer will fulfill their program requirements.

Process:

1. Meet with your academic advisor to discuss which program requirements you intend to fulfill through transfer credits and which external courses you plan to take, including your reasons for choosing those courses.
2. Complete this form and attach the required course documentation (syllabus, course description). Submit everything electronically to academicaffairs@auk.org. Only the student can submit this form.
3. Pay the processing fee of €40 per credit (e.g., €120 for a 3-credit course) at the Finance Office. Email proof of payment to academicaffairs@auk.org along with the documentation mentioned above.
4. The Academic Affairs Office, in coordination with the relevant RIT academic department, will notify both you and your academic advisor of the articulation decision. The process can take up to eight weeks. Late applications may result in delays.
5. Upon completion of the course, have the official transcript sent to the Academic Affairs Office. It may take up to six months for the course transfer to be processed once RIT Kosovo receives the transcript. Late submissions may delay graduation.

Important Notes:

- Only credit hours transfer; grades will not appear on the RIT transcript.
- Grades from external institutions must be equivalent to a "C" or better.
- A maximum of 10 out of the final 30 semester hours may be transferred from another institution.
- Responses to transfer credit articulation requests usually take at least four weeks, but the process may take longer if multiple units are involved.
- Providing detailed course materials will expedite the review process.
- This process does not apply to students participating in official exchange programs between RIT Kosovo and other institutions.

External School Information:

Name of External College/University where coursework will be completed:

_____ External

College/University address:

_____ Campus (if

multiple): _____ Web address of

College/University: _____ When do you plan to take the

course(s) (semester/quarter/month): _____

Required Course Documentation:

For each course, include the syllabus and course description. The more information provided, the faster RIT can evaluate and articulate the course.

Course Information:

• **Course Title:** _____

• **Course Subject:** _____ **Number:** _____ **Credits:** _____

• **Link to course description or syllabus:** _____

• **Requirement to fulfill at RIT Kosovo:** _____

• **Reason for taking this course at an external institution:** _____

Student Signature and Date: