International Transient Coursework Approval Form

Home Institution: ________________________________________  PTC ID: ____________________________

INSTRUCTIONS:

1. The Student MUST complete and SIGN Section A of this form.
2. The Registrar (or designee) at your home institution MUST complete and SIGN Section B of this form.
3. The International Advisor (PDSO/DSO) MUST SIGN Section B indicating the student is in active status and that the home institution retains responsibility for the student (i.e., registration and maintenance of status in SEVIS).
4. The form can be submitted by mail, email or fax using the contact information above.
5. Once the completed form has been received, you will be given access to register for classes, review tuition deadlines and the drop dates for non-payment through PTC Pathway.

SECTION A (to be completed by student)

Name ____________________________________________

Last Name                        First Name                        Middle Initial

Address __________________________________________________________

City __________________________ State __________ Zip Code

Email __________________________ Date of Birth

Term course(s) to be taken: Fall _____ Spring _____ Summer _____ Year _______

Please sign and date acknowledging that you have read the information below:

• Please refer to the South Carolina Transfer and Articulation Center website for course equivalencies, www.sctrac.org.
• I understand that if I register for course(s) not approved on this form, I assume full risk of transferability.
• I understand that if I elect to complete the courses below in an online format, proctored exams are required. Electing to have the exam proctored by an institution other than PTC may result in additional charges with that institution.
• I understand that I am responsible for requesting my official transcript to be sent to my home institution via www.ptc.edu/transcripts.

_____________________________________________ ____________________________
Student Signature                        Date

SECTION B (to be completed by Home Institution) (Courses to be taken at PTC)

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Title</th>
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This signature certifies that the student is authorized to take the course(s) listed above. The signature further indicates the student is in active status and that the home institution retains responsibility for the student (i.e., registration and maintenance of status in SEVIS).

_____________________________________________ ____________________________
Registrar’s Signature (or designee)                        Date

_____________________________________________ ____________________________
PDSO/DSO (International School Official)                        Date

Office Use Only:

____SAAADMS     ____SFASRPO (if needed)     Date Keyed: ________________________ Initials: ________________________

Revised 12/06/2021