



American Junior Year

Transfer Credit Approval Form

Make an appointment with the appropriate official at your school (Director of Study Abroad, Registrar, Dean, etc.) and discuss the issues below and other pertinent questions you might have. **School official must complete and sign this form. Completed forms should be sent to Heidelberg University, 310 E. Market St. Tiffin, OH 44883. Please note that you need to sign the form as well in order to give permission to have your official transcript sent to your home campus.**

Student's Name _____

I. *Information on course selection*

- A. Students can review a list of courses previously taken by AJY students or the AJY Course Catalog at: <http://www.heidelberg.edu/american-junior-year/ajy-academics>
- B. During the first four weeks in Heidelberg (preliminary course), we will have several general sessions regarding academic planning.
- C. Each student then meets with the Resident Director to discuss his/her tentative course selection using the current Universität Heidelberg Course Catalog (*Vorlesungsverzeichnis*).
- D. Students discuss their course selection with you via e-mail prior to the start of the University semester in October or in April. For that purpose, we provide students course descriptions in German and English.

II. *Certification*

- A. The student named above is in good standing at this institution and has permission to participate in the American Junior Year at Heidelberg University.

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.) _____

- C. The AJY program offers students the possibility of applying for 3-credit internships.
Is an internship requiring 120 hours of work, an evaluation by the internship supervisor, and a journal / PowerPoint presentation acceptable for credit at your institution?

III. *Additional transfer credit issues you may wish to discuss with the above-mentioned student:*

- Will your college or university accept semester hours credit? How are they converted to the system in use at your school, whether that is quarter hours, semester hours or course units?
- Although there are many exceptions, the normal unit of credit at the University of Heidelberg is a two-hour (two semester credit hour) course. How will this be treated by your institution? Can two related courses be combined? Would you recommend to the student to upgrade the credit level for a course by doing extra credit work, when this is possible? Or does your institution not require a direct course-to-course equivalency, allowing the student more flexibility?
- Can courses taken at the University of Heidelberg count toward fulfillment of general distribution requirements or major and minor requirements? What conditions apply?
- Does the student need to secure a leave of absence from your institution? How can s/he arrange this?
- When in Heidelberg, how can the student best deal with details of course registration, housing registration, and the like for the term when s/he plans to return to your campus? Can this be done online? Which offices on campus will need to be contacted?

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 ***
*** SCRIP-SAFE International®. *****

Prefer Electronic Delivery to: (Review list of schools online at <http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx>).

() Electronic Network Recipient: _____
Write name of school as appears on the on-line list

If:

School/Recipient not on list... Electronic Delivery to:

() Electronically Outside the Network:

Name of Recipient: _____

Recipient's Email: _____

Confirm Recipient's Email: _____

Recipient's Title/Office: _____

College/University: _____

Address: _____

Requestor's email: (Electronically sent transcripts ONLY to receive confirmation of sending and receipt)

Email: _____

Confirm Email: _____

Thank you for taking the time to complete this form. If you have any questions about the academic policies of the American Junior Year program, please feel free to contact the Resident Director, Hanne Heckmann, Ph.D. at h.heckmann@uni-heidelberg.de.

Signature

Date

Name (printed)

Title

Office / Department

College or University

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

Signature

Date

Name (printed)

Send completed form to:
Heidelberg University, 310 E. Market St. Tiffin, OH 44883
ajy@heidelberg.edu | Fax: (419) 448-2217