Option for Non-Inclusion of International Transcripts

Washburn University recognizes that some international students who studied outside of the U.S./U.S. territories in very different academic, cultural, and social environments, may not wish to transfer university-level credit to Washburn. This form exists so a student can make his/her wish official by making the decision not to transfer international credit to Washburn. This form must be completed prior to the beginning of the second degree-seeking semester. The student must carefully read the following before initialing and signing.

Important note: International student athletes may not be eligible to apply for this waiver. Please contact the Department of Athletics and the NCAA Clearinghouse to determine eligibility.

_______ 1. I do not wish to transfer to Washburn any university-level credit obtained from my home country and/or another country outside of the U.S./U.S. territories.

_______ 2. I understand that there can be no partial transfer of credit. If I sign this initials form today, this means that none of the credit I obtained outside of the U.S./U.S. territories will be transferred to Washburn.

_______ 3. I understand that my decision today is final - I will not be able to change it in the future and request transfer of any part of university-level credit obtained in my home country and/or another country outside of the U.S./U.S. territories.

_______ 4. I understand that courses which I took at any university in my home country or another country outside of the U.S./U.S. territories will not be counted even though they would have met prerequisites for enrollment in Washburn courses.

_______ 5. I understand that any university credit I obtained in the U.S. must be reported to and transferred to Washburn – I cannot waive transfer of credit obtained at a U.S. institution.

_______ 6. I understand this waiver must be submitted to the Office of International Programs no later than the end of the first degree-seeking semester. Failure to do so will result in an incomplete file and I will not be allowed to enroll in future semesters until this form has been submitted and processed or a university-recognized transcript evaluation has been received.

Name of student          Signature          WIN #          Date

Space below for office use only

__________________________________________          Signature          Date
OIP Advisor

__________________________________________          Signature          Date
Office of Admissions