



Summer 2017 Pre-articulation Letter Approval Request

This letter is only for students enrolled at ISU in Spring 2017 who wish to take a course outside of ISU in Summer 2017

Work with your advisor prior to submission.

Student Name: _____ ID #: _____
Student Phone Number: _____ Email: _____
Student Major/Home Department: _____ Advisor: _____

* Please note: Coursework taken outside of ISU will not impact your ISU cumulative GPA

ISU Course PREFIX and NUMBER:	_____
Transfer Course information	_____
College/ University you plan to attend:	_____
Transfer Course Prefix & Number:	_____
Transfer Course Title & Credits:	_____

ISU Course PREFIX and NUMBER:	_____
Transfer Course information	_____
College/ University you plan to attend:	_____
Transfer Course Prefix & Number:	_____
Transfer Course Title & Credits:	_____

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ISU Course PREFIX and NUMBER:	_____
Transfer Course information	_____
College/ University you plan to attend:	_____
Transfer Course Prefix & Number:	_____
Transfer Course Title & Credits:	_____

Student Signature (I, as the student, confirm the information I provided above is true)	Date
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* Letters are generated by the Office of the Registrar after information provided is verified on the 2nd and 4th Friday's of the Month .

Student Responsibility

1. Student is responsible for meeting with their academic advisor to ensure course meets program requirements.
2. Student will verify the instructional method of the non-ISU course meets any third party agency's criteria for course payment.
3. Student must verify that the transfer course requested has been defined as an equivalent using ISU's transfer catalog database.
4. Student must provide proof of registration at time of form submission.
5. Students must provide ISU with an official copy of the transfer work once completed.
6. An official transcript must be sent directly to ISU from the issuing institution or a credential service within one calendar year.

** Letters for students sponsored by the Kuwait cultural mission, SACM or other international organization will be sent directly to that agency. Students may pick up a copy of the letter for their records from the IPO.

** Student athletes can pickup a copy of their letter from their athletic advisor.

Office of the Registrar Responsibility

1. Verify the information provided on the form is true and accurate.
2. Generate the pre-articulation letter and provide a copy to the student or ISU's Athletic or IPO offices.

Note: Letters will be generated on the 2nd and 4th Friday's of the month, beginning March 20 - May 26, 2017.

3. Articulate equivalent credit upon receipt of the official transcript.
4. A copy of the letter will be retained in student file.