

Application for Institutional Exchange Program

Full-time students at Occidental College, Pasadena Art Center, and Caltech can receive credit for courses taken at one of the aforementioned institutions during the fall or spring semesters, but not during the summer. Students must obtain permission of both institutions to participate. The program is usually not open to frosh.

Additional tuition payments are not required, but there may be special laboratory or other fees to be paid to the visiting institution.

CALTECH/ART CENTER STUDENTS: Please provide the following information so that we may enroll you in your desired courses.

First, Last Name: _____ Address: _____ Term: _____
Email: _____ Phone Number: _____ Gender: _____ Race/Ethnicity (Optional): _____
Home institution: _____ Birthdate: ____/____/____

PROPOSED COURSE OF STUDY AT OXY				
<u>Course Number</u>	<u>Title</u>	<u>Art Center Credits</u>	<u>Oxy Equivalent Credits</u>	<u>Instructor Approval</u>

OXY STUDENTS: Please provide the following information so that we may add the course(s) on your current schedule as a placeholder. At the completion of an exchange course and receipt of the official transcript, the course information will be recorded on your official transcript as transfer credit.

Student Name: _____ ID Number: _____ Email: _____ Term: _____
Major: _____ Concentration: _____ Minor: _____

TRANSFER CREDIT Authorize the use of transfer units towards Oxy degree.									
Cal Tech/Art Center	Term/Year (e.g. Fall 2017)	Subject/ Course #	Units	Course Title	MAJOR	MINOR	CORE	Equivalent Oxy course or requirement satisfied	Department Chair Signature

Note: Every three Caltech units equals one Oxy (semester) unit. Caltech courses must be worth at least two Caltech units to transfer.

- Student Signature _____ Date: _____
- Advisor Signature _____ Date: _____
- Core Dept. Signature (if applicable) _____ Date: _____