Montgomery College
endless possibilities

Permission to Enroll in Another Institution

Current Montgomery College students who choose to take courses at other institutions should obtain prior recommendation from their counselor/advisor and the approval of the campus registrar or designee. Without prior approval, MC has no obligation to accept transfer credits. No more than 45 of the minimum 60 hours required for the associate's degree may be earned outside of MC or 70% of the required credit hours for certificates. Attach a copy of the course description(s) for the fastest process. **Note: F1 students must contact the Office of International Students Coordinators if enrolling less than full-time at MC.**

Name _____ Student ID **M-** _____ Program of Study/Curriculum Code _____

Institution where coursework will be completed _____ in the State of _____

Semester and year coursework will be completed _____

Requested Courses at Above Institution							Office of Admissions & Records Use Only
Semester	**Year**	**Course Department**	**Course Number**	**Course Title**	**Credits**	**MC Equivalent**	
							☐ Approved for Transfer to MC ☐ Not Approved for Transfer
							☐ Approved for Transfer to MC ☐ Not Approved for Transfer
							☐ Approved for Transfer to MC ☐ Not Approved for Transfer
							☐ Approved for Transfer to MC ☐ Not Approved for Transfer
							☐ Approved for Transfer to MC ☐ Not Approved for Transfer
							☐ Approved for Transfer to MC ☐ Not Approved for Transfer

I understand the conditions under which this permission is granted.

_____ _____
Student Signature Date

I recommend the enrollment of this student in the above listed courses.

_____ _____
Counselor/Advisor Signature Date

I approve the transfer of the above listed course(s) upon successful completion.

_____ _____
Campus Registrar Signature or Designee Date

Office Use Only

AEM 12/04/09