



<b>REGISTRAR STAFF ONLY</b>
Date Received: _____
Received By: _____
Date Processed: _____

## Professional Experience Internship Transfer Credit Request Form

The professional internship is a unique experience that provides students with the opportunity to work in a professional environment or community-based organization where they apply the knowledge and skills they have learned from their Florida Poly coursework and campus experiences. Therefore, the process to transfer an internship is not the same as regular coursework eligible for automatic transfer.

**Criteria for Transfer Credit:**

1. Professional Internship Course must have been taken after 72 credit hours were earned at transferring institution.
2. Student must provide the Registrar’s Office documentation that demonstrates the following:
  - a. Application of skill and knowledge they have gained from their courses at Florida Polytechnic University.
  - b. Provide documentation that demonstrates what they learned and achieved during their internship at transferring institution. Documentation must be signed and verified by internship coordinator at transfer institution.

### STEP 1: Student Information

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ EMAIL: \_\_\_\_\_@floridapoly.edu

MAJOR: \_\_\_\_\_ CONCENTRATION: \_\_\_\_\_ CATALOG YEAR: \_\_\_\_\_

### STEP 2: Transfer Course Information

Institution	Course Title	Course Prefix	Course Number	Credits	Grade	Term

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Registrar Office Decision:

The request has been:  DENIED  APPROVED

Explanation (as needed): \_\_\_\_\_

\_\_\_\_\_

Registrar Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_