

International Engineering Program Degree Requirement Exemption Request Form

INSTRUCTIONS - DO NOT FILL OUT PAGES 1 OR 2. THE ACTUAL EXEMPTION FORM IS ON PAGE 3.

Form must be filled out and signed digitally. First download & open in Adobe, then complete the required fields. Do not print form.

Part 1: Fill the boxes with the required identifying information. You will be able to select your department from a drop down menu after clicking Select.

First and Last Name: R Number
Engineering Department: Select Year Entered into WCOE: Expected Graduation Date:

Part 2: I am seeking an exemption from the international program requirement, which is a WCOE graduation requirement. I claim an exemption from the requirement for the following reason(s), **please check all that apply:**

Financial hardship.

Please provide the proper documentation showing that shows your name. The minimum required document is the official TTU Award Letter. For each year of attendance at TTU. It can be found at the TTU main Financial Aid page.

Click on: [Double T Dashboard](#) > eRaider Login > "TTU Award Letter" > Download PDF(s) (**Download for each year at TTU.**)

In addition, you can include more information about your student loans such as total amount owed in federal loans, private loans and parental loans. If you work all year long to pay some of your expenses, please include W-2's, tax documents, etc., and cross out your social security number. You may include additional financial information but make sure to document each claim appropriately.

Health conditions that do not permit long-term travel without doctors care.

Documentation example: Doctor's note.

Conditions such as, but not limited to, birth of children, responsible care of a family member, family hardship, etc.

Include children birth certificates, marriage license, etc. Family hardship examples are: Loss of employment, separation or divorce, loss of child support, medical hardship in the family, death of spouse parent.

An international student, or a student visa or an immigration status that does not permit participating in a study abroad experience.

Documentation examples: Visa F-1 letter, Image of US Visa Stamp, ID card with immigration information.

A transfer student with 60 or more engineering or computer science hours toward the student's degree plan.

Your academic advisor must review your Degree Works, count those credits, complete and sign this section of the form.

Total Hours Transferred Towards Degree Plan Academic Advisor Signature:
Second Degree Seeking? Yes No

A student athlete whose athletic season prohibits extended travel.

Include a letter from your coach certifying this information.

Substitution of another academic international experience (minimum of 6 weeks in length and prior to enrolling at TTU).

Examples: summer or semester programs abroad while enrolled at another university, high school student exchange abroad. Include documentation showing enrollment and completion to this program.

Other

This claim allows you to include other special circumstances not included in the previous claims. You will need to provide documentation to support your statements. You must provide supporting documentation for all reasons claimed or the document will not be accepted or reviewed.

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Part 3: Statement of justification: Please elaborate on the reason identified for the exemption request.

Include a brief summary explaining the circumstances for which you should be exempted and describe your supporting documentation.

Part 4: Sign and Date

I understand that my request for an exemption will be reviewed the International Engineering Program Review Committee and the Executive Associate Dean for International Programs. I understand the decision made by the committee is final. Adobe recognizes all electronic signatures as legally binding. Digitally sign by clicking signature box.

TTU Student Signature (only)

Date

Part 5: Document Submission

All supporting documentation should be merged together with this form into one PDF file, otherwise the documents will be returned to you. You should have Adobe downloaded in order to electronically sign the form. Merge all documents into one PDF and then electronically sign the exemption form **after merging**. Please allow a minimum of 30 days for review. To submit document please:

Email merged PDF to: iep.coe@ttu.edu

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Things to Keep in Mind:

- **You must use Adobe Software on a desktop computer. Tablets and iPads will lock the document.**
-You can use a computer at the TTU Library that has Adobe software already downloaded. Instructions: <http://bit.ly/MergeDocs>
- **You must merge all files and sign AFTER all files are merged together. If you sign before merging, the signature will disappear.**
- **Your signature must be the digital Adobe e-signature.**
 - **Please do not:**
 - Sign from a tablet or iPad
 - Type in your name in the date space
 - Physically sign

How to combine and merge your files into one PDF:

1. **Open Acrobat DC to combine files:** Open the tools menu and select "Combine files."
2. **Add files:** Click "Add Files" and select the files you want to include in your PDF.
3. **Arrange and delete content:** Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.
4. **Combine files:** When you're finished arranging, click "Combine Files".
5. **Save as a PDF file:** Name your file and click the "Save" button. That's it.

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*Form must be filled out and signed digitally. First download & open in Adobe, then complete the required fields. **Do not print form.**

First and Last Name: _____ **R Number (Please include the "R"):** _____
Engineering Department: _____ **Year Entered into WCOE:** _____ **Expected Graduation Date:** _____

Have you applied to go abroad: _____ **What Term/Year:** _____ **Name of Program:** _____

I am seeking an exemption from the international program requirement, which is a WCOE graduation requirement. I claim an exemption from the requirement for the following reason(s) please check all that apply:

- Financial hardship. Please see instructions for proper documentation required.
 - Click on: **Double T Dashboard** > eRaider Login > "TTU Award Letter" > Download PDF(s) (**Download for each year at TTU.**)
- Health conditions that do not permit long-term travel without doctors care. Please see instruction page.
- Conditions such as, but not limited to, birth of children, responsible care of a family member, family hardship, etc...
- An international student, a student visa or an immigration status that does not permit participating in a study abroad experience. See instruction page.
- A transfer student with 60 or more engineering or computer science hours **toward the student's degree plan.** Your academic advisor must review your Degree Works, count those credits and sign this form.

Total Hours Transferred Towards Degree Plan	Academic Advisor Signature:
Second Degree Seeking? Yes No	
- A student athlete whose athletic season prohibits extended travel.
- Substitution of another academic international experience (minimum of 6 weeks in length and prior to enrolling at TTU). See instruction page.
- Other: To be reviewed by the International Engineering Program Review Committee.

You must (1) provide supporting documentation for all reasons claimed and (2) merge all files into one PDF or your exemption form will not be reviewed and will be sent back to you to complete.

*Note: You must have Adobe downloaded to merge and sign. Merge all documents first and then electronically sign the form.

Statement of justification: Please elaborate on the reason identified for the exemption request.

I understand that my request for an exemption will be reviewed the International Engineering Program Review Committee and the Dean of Engineering or designee. I understand the decision made by the Dean of Engineering is final. Adobe recognizes all electronic signatures as legally binding. Digitally sign by clicking signature box.

TTU Student Signature (only)

Date

Email merged PDF to: iep.coe@ttu.edu

STOP: For office use only beyond this point. Date:

Justification:

Approved

Not Approved