IIT Europe eForm Help Guide

IIT Europe Partner School students must declare their research project (if applicable) and their transfer credit requests via eForms for Graduate Degree Works. In your first semester at IIT, you should declare both requests in one single eForm. See below for instructions.

1. Navigate to Degree Works in the myIIT portal (myiit.edu). Select the Academics tab. In the right column, under Graduate Academic Affairs channel, select **Graduate Degree Works for Students**. In Degree Works, select the eForms tab at the top left.
2. In eForms, select *Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception*.

   ![Select eForm option below](image)

3. Select *Create New Request*
4. Declare your research project (if applicable). Under *Change of Degree Major, and/or Declare Concentration, Project, or Thesis Option Request,* select *Add Change of Major Request.*

![Select eForm options](image)
5. Under New Request, select your degree (MAS or MS) in the drop down box. Then select your major in the next drop down box. Finally, under Concentration/Research Project, select International Partner Research Project.

6. Complete the request and click “Add.”

7. Next, make your transfer credit request. Select the External Transfer credit section by clicking Add New External Transfer Request.

8. Complete the External Transfer Credit Request form. NOTE: 1 ECTS credit is equivalent to half (1/2) of one U.S. credit. Therefore, your home institution course must total 6 ECTS credits to be equivalent to
one IIT 3-credit course. If this isn’t possible, you may “bundle together” two (3 credit) ECTS courses to equal one IIT course.

9. Complete the form and select “Add.”

10. Select “Save and Submit” to complete both requests. The eForm will be sent to your academic adviser, then your academic department, then Graduate Academic Affairs. You can always return to eForms to check the status of your eForm.

IMPORTANT NOTE: If you intend to complete an IIT research project or thesis, you must separately choose that option, under the eForm section “Thesis Research,” in addition to your IIT Europe Research Project selection.