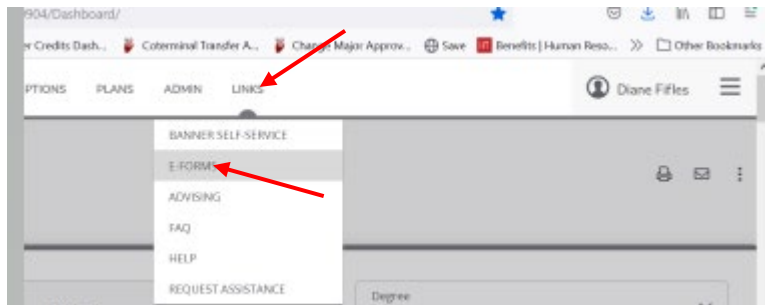


IIT Europe eForm Help Guide

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 Illinois Tech, 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 **eForms** under **Links** at the top of the screen.



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*.

Some options will not be available when an eForm is pending. Once the pending form is fully approved, other options will become available.

Select an eForm option below:

Change of Adviser (Form G410)

Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception

Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)

Transfer Credit and/or Course Substitution and Exception

View status of Degree Works Plan of Study (Form G401/406) Submissions

Review All eForms Submissions

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*.

Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception



Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option Request

No Change of degree major request

Add Change of Major Request

External Transfer

No External Transfer Requests

Add New External Transfer Request

Internal Transfer (Interdisciplinary)

No Internal Transfer Requests

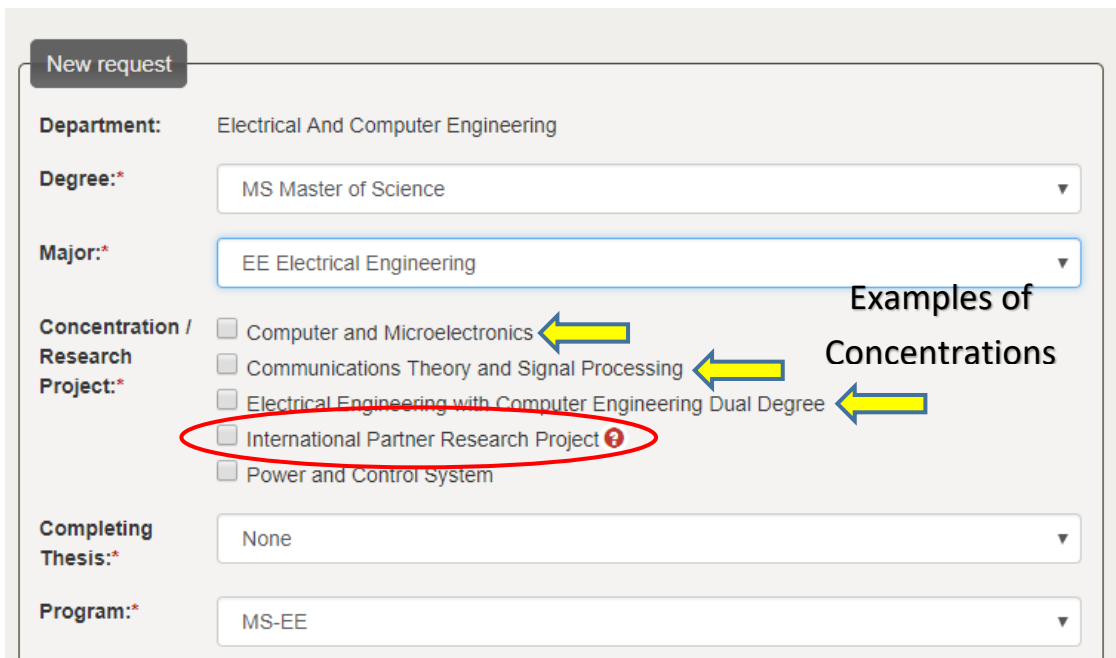
Add New Internal Transfer Request

Course Substitution

No Course Substitution Requests

Add New Course Substitution Request

- 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 concentration for program, if relevant, as well as *International Partner Research Project*, if relevant.



New request

Department: Electrical And Computer Engineering

Degree:* MS Master of Science

Major:* EE Electrical Engineering

Concentration / Research Project:*

- Computer and Microelectronics
- Communications Theory and Signal Processing
- Electrical Engineering with Computer Engineering Dual Degree
- International Partner Research Project
- Power and Control System

Examples of Concentrations

Completing Thesis:* None

Program:* MS-EE

- Complete the request and click “Add.”
- Next, input your transfer credit request(s). Select the External Transfer credit section by clicking *Add New External Transfer Request*.

Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception

Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option Request	No Change of degree major request	Add Change of Major Request
External Transfer	No External Transfer Requests	Add New External Transfer Request
Internal Transfer (Interdisciplinary)	No Internal Transfer Requests	Add New Internal Transfer Request
Course Substitution	No Course Substitution Requests	Add New Course Substitution 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 Illinois Tech 3-credit course. If this isn't possible, you may "bundle together" two (3 credit) ECTS courses to equal one Illinois Tech course.
 - a. Please refer to the [IIT Europe Transfer Credit Guidelines](#) regarding what grades are acceptable.

External Transfer Request ✕

External Transfer Credit: Up to 9 hours of graduate credit earned at an accredited university with a grade of B or better, if not previously applied to an earned degree, may be considered to fulfill Master's degree requirements, pending academic adviser and departmental approval. Please review official transfer credit policy here: web.it.edu/gaa/transfer-credit

Disclaimer: Up to a total of 9 applicable credits earned prior to matriculation into an Illinois Tech graduate degree program, subject to graduate studies rules and restrictions, may be considered for 1) external graduate transfer credit use 2) internal transfer credit from an Illinois Tech undergraduate program or Illinois Tech graduate program (must be in excess of the number of credits required for that degree and may not have been applied toward the degree in question) and/or 3) shared co-terminal program credit. **The combined limit of 9 credits may not be exceeded for any master's degree program.**

Transfer Course ID:*	<input type="text" value="ex. CS430"/>
Transfer Institution Course Title:*	<input type="text" value="ex. Introduction to Algorithms"/>
Credits:*	<input type="text"/>
Transfer Institution:*	<input type="text" value="ex. University of Illinois, Chicago"/>
Term Type:*	<input type="text" value="--Select Term--"/>
Year:*	<input type="text" value="--Select Year--"/>
Grade:*	<input type="text" value="--Select Grade--"/>
IIT Equivalent Department:*	<input type="text" value="--Select Department--"/>



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.