

Instructions to complete the SACM Scholar Administrative Request Form

1. Student must complete Section I the SACM Scholar Administrative Request Form **electronically**. **Hand-written forms will not be accepted.**
2. The form should be saved through the "Save As" link and using the student's name and T# as the "File Name". Once saved the form should be sent as an attachment to the academic advisor.
3. The academic advisor will complete Section II and send the completed form to the Office of International Affairs (OIA) at odia@tnstate.edu. The form must be sent directly from the academic advisor's email. Any form received from the student's email will not be accepted.
4. OIA will complete Section III of the form and email completed form to the SACM advisor and the student. The student should upload the email and form into their SACM portal.
5. The SACM scholar is responsible for submitting the new financial guarantee to the OIA. Once received, the new Financial Guarantee will be forwarded to the Bursars office for processing.
6. If student is requesting to transfer out, click the following link to take the exit survey: https://tnstateu.az1.qualtrics.com/SE/?SID=SV_eo3HW01JfPi1gOh. Responses are confidential and your personal information will not be shared with other organizations or departments. The student's SEVIS record will be released after completion of the survey and receipt of acceptance letter from new school.
7. If student is requesting a change of major, they should complete a change of major form once they have received approval from SACM. The form should then be signed by the new academic department and submitted to the OIA along with a copy of the new Financial Guarantee. OIA will forward the change of major form to the the Records Office and update the student's SEVIS record with the new major.

SACM SCHOLAR ADMINISTRATIVE REQUEST FORM

Tennessee State University Office of International Affairs

(PLEASE TYPE ALL INFORMATION)

Date: _____

Section I (to be completed by student)

Name:	T-Number:
Major:	Cell Phone:
Email:	

Check one of the following Administrative Requests

<input type="checkbox"/> Scholarship Extension	<input type="checkbox"/> Scholarship Separation	<input type="checkbox"/> Transfer in credit Evaluation
<input type="checkbox"/> Transferring from TSU	<input type="checkbox"/> Change of Major	<input type="checkbox"/> New Major: _____
Other:		

TSU Academic Advisor's Information

Name:	Email:
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Section II (to be completed by Academic Advisor)

Upon completion of this section, please send form to OIA@tnstate.edu.

Total credit hours required for degree your department/ college will award	
Credit hours completed toward degree	
Credit hours remaining to complete degree	
Estimated Graduation Date (Month, Year) (Assuming successful completion of 15 credit hours for each Fall & Spring semester)	
Advisor's E-Signature:	Date:

Section III (to be completed by International Advisor)

Online Credit Hours completed at TSU

CRN	Course Name & Number	Term	Credit Hours

Reviewed by DSO:	Date:
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