

Records Department

Inter-Institutional Process

1. Student reviews courses with academic advisor, completes form and sends to advisor
2. Advisor sends signed form to transfer@ccri.edu {using II Program as subject} for coding
3. Records staff codes & sends form to student's CCRI e-mail address
4. Student pays tuition bill at CCRI and/or arranges for Financial Aid
5. Student registers for classes at RIC/URI
6. Student sends copy of RIC/URI schedule to transfer@ccri.edu before the drop period ends
<https://www.ccri.edu/academics/index.html>
7. CCRI staff verifies information in Banner and makes any adjustments based on student's registration information. Student is responsible for any adjustments needed.
8. Student sends official RIC/URI transcript to CCRI, Records Department, Attn. II Program, 1762 Louisquisset Pike, Lincoln, RI 02865

To: _____ Rhode Island College _____ University of Rhode Island

From: Community College of Rhode Island, Records Department Semester: _____

This is to certify that the following student:

_____ ID #: _____

is responsible for full time tuition at CCRI. S/he is a matriculated undergraduate enrolled in a minimum of 5 credits, and is eligible to enroll in up to seven (7) credits at your institution, under the Inter-Institutional exchange policy. The total number of credits taken at all institutions combined must be 19 or less.

Course Code/Title:

_____ Credits _____

_____ Credits _____

Academic Advisor's Signature: _____ Date: _____

*Academic Advisor's signature is required for all students receiving Federal Financial Aid to **verify that the above courses meet degree requirements.***

Enrollment Services Signature: _____ Date: _____

Student Signature: _____ Date: _____