



Graduate Request for Transfer Credit Application

This application is only for graduate students seeking to transfer credits earned from another institution. Credits must be approved by the Program Director of the respective degree program. Student must list the courses taken at the other institution(s) and also submit the course description from the college catalog. An evaluation cannot be made unless a catalog for each institution is submitted. **Please submit the approved application to the Office of Graduate Admissions: 445 West 59 Street, New York NY 10019.**

Completed By the Student

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Student ID: _____ – _____ – _____ Telephone: _____

Present Degree Program: _____ Number of Credits Completed: _____

College(s) from which transfer credits is requested:

1. _____ 2. _____ 3. _____

Student should complete left column for courses taken at other institution(s).

This Column Completed by Student

This Column Completed by Advisor

Course Name	Grade	Credit	Course Name	Grade	Credit

Program Director's Remarks: _____

Student Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

For Office Use Only

Fall _____ Winter _____ Spring _____ Summer _____

Rec'd By: _____ SIMS/FAPINQ Input Date: _____

White – Registrar

Yellow – Student

2/22/2010