

Graduate Transfer Credit Request

Student Information

First Name		Last Name		EMPLID
Department	Program	Email address		Admission year/semester

Student Instructions

To request transfer credits from another college or university, please complete this form and attach an official transcript with a photocopy of the course description from the catalog/bulletin. Submit the package to your advisor for approval.

- You may only transfer courses that have not been applied to another degree or graduate certificate.
- Transfer credits are accepted only from accredited colleges and universities.
- Graduate courses must have been completed within five years prior to admission to Brooklyn College.
- Transfer credits are accepted up to a maximum of 40% of the total credits required for the degree program.
- Grades must be grade of B or better (courses taken pass/fail will not be accepted).
- A maximum of 6 credits may transfer for courses where there are no direct equivalents at Brooklyn College.

Student section				Advisor section	
Dept, Course Number, Course Title	Credits	Year	College/University	Course equivalent	Credits

Advisor Instructions

Please complete section above. Sign below to indicate your approval of the transfer of the courses listed above for the total number of units specified and return this form, along with the transcript, to the Office of Graduate Admissions.

Advisor Signature	Print Name	Department	Total # of Credits	Date
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For Office of Graduate Admissions Use Only	The credits listed above are approved for transfer to the above-named student's Brooklyn College record.		
	Approval Signature		Date