



Transfer Student Services Center

2900 Bedford Ave. • Brooklyn, NY 11210  
James Hall, Room 1600  
Phone (718) 951-5263 • Fax (718) 951-5268  
Email: [tcevaluation@brooklyn.cuny.edu](mailto:tcevaluation@brooklyn.cuny.edu)  
[www.brooklyn.cuny.edu/tssc](http://www.brooklyn.cuny.edu/tssc)

## Second Bachelor's Degree - Transfer Credit Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLID: \_\_\_\_\_ Semester of Entry: \_\_\_\_\_

This form is to request certain courses from your first Bachelor's Degree that are relevant to your major to be posted to your transcript. You may want to discuss this with your academic advisor from your major department to determine which transfer courses may be applicable to your second degree. Once the form is filled out, return it to the Transfer Student Services Center, 1600 James Hall. **Please see "Important Note" below and the FAQ (Frequently Asked Questions) on the back of this form.**

If you need more space, please make a copy of this form before you fill it out

TRANSFER COURSES			
Transfer Institution	Course Discipline	Course Number	Course Title

**Important Note:** After submitting this form, the Transfer Student Services Center (TSSC) will enter the courses on your record. However, some of the courses may not have been evaluated by an academic department. After the courses are entered on your record, if the equivalent course is listed on your Transfer Credit Report in CUNYFirst as "9999" (i.e. ENGL. 9999, DEPR. 9999), you must bring a course description and your Transfer Credit Report to the appropriate academic department for evaluation. Note that DEPR is a general description for "Departmental Review." In this instance, you may bring the course to the department that best suits the description.

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## FAQ - Second Bachelor's Degree Students

### **I am transferring to Brooklyn College with a bachelor's degree. How many credits will be accepted?**

Students transferring with a Bachelor's degree from an accredited domestic or international college receive 90 elective transfer credits and are exempt from the Pathways Required and Flexible Core, in addition to the College Option courses. Students who have a bachelor's degree from an international college (outside of the U.S.) may be required to take ENGL 1010 and ENGL 1012 at Brooklyn College.

### **I have courses from my first bachelor's degree that I would like to apply to my second degree at Brooklyn College. What can I do?**

Second bachelor's degree students can request courses from their first degree to be added to their credit evaluation by filling out the front page of this form. Requests to add courses should be for courses that apply to your Brooklyn College major and/or prerequisites for courses you are enrolling in at Brooklyn College (i.e. if you have taken the equivalent to pre-calculus and are looking to enroll in calculus at Brooklyn College). Therefore, it is highly recommended to speak with an advisor in the department of your major before submitting this form to the TSSC to identify which courses from your first degree would apply towards the requirements of your second degree.

### **What happens after I submit my course request to the Transfer Student Services Center (TSSC)?**

Once courses have been requested, they will be added to your Brooklyn College Transfer Credit Report. If they already have a pre-existing course equivalent, this equivalent will be added to your record. If they do not, they will be assigned as "9999" (Pending Credits) and will require academic departmental review in order to determine the appropriate Brooklyn College equivalent course.

### **How do I have the courses listed as "9999" evaluated?**

Courses listed as "9999" can be evaluated by visiting the academic department that best suits the course listed as "9999" (i.e. ENGL 9999 would be evaluated by the English Department). For these courses the academic department transfer evaluator needs to review the contents of the course to make a decision about a possible equivalent. *Print out course descriptions from your prior college's website, with a valid URL listed on the bottom of the page, or make copies from the college's bulletin with the academic year listed. A course syllabus is also acceptable. **If the descriptions/syllabi are not in English they should be translated by an official translation agency and submitted to the academic department with the original transcript in your native language.*** A faculty evaluator will review your course and indicate an equivalent Brooklyn College course on your Transfer Credit Report. Once these courses have been evaluated, please submit your Transfer Credit Report to the Transfer Student Services Center for processing. For a more detailed explanation, see the step-by-step procedure sheet on the TSSC website entitled *Evaluating Your Transfer Courses*.

### **What do I do if I need to register for a course before my prerequisites are added to my Brooklyn College record?**

If you need to register for a course before your transfer request has been processed, please visit the suitable Brooklyn College academic department for registration assistance. You should bring a copy of your prior college's transcript with you for reference.

\*Please visit the TSSC's website at [www.brooklyn.cuny.edu/tssc](http://www.brooklyn.cuny.edu/tssc) for more information\*