

## Second Bachelor's Degree - Transfer Credit Request

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

Major: \_\_\_\_\_ EMPLID: \_\_\_\_\_

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. Please take this to your department advisor to be filled out and return it to the Transfer Student Services Center, 1600 James Hall.

If you need more space, use the back of this form.

TRANSFER COURSES			
Transfer Institution	Course Discipline	Course Number	Course Title

**Important Note:** After submitting this form the Transfer Student Services Center will enter the courses on your record. However, some of the courses may not have been evaluated by an academic department. If they appear on your transfer credit report in CUNY First as DEPR 9999 after you submit this form to the Transfer Student Services Center, you must bring a course description to the academic department along with your Transfer Credit Report for evaluation.