Transfer Evaluation Office

E-mail: <u>TCEvaluation@brooklyn.cuny.edu</u> Webpage: <u>www.brooklyn.cuny.edu/teo</u>

Second Bachelor's Degree-Transfer Credit Request

Date

Semester of Entry

Name

EMPLID

This form is to request certain cou	rses from your first Bac	helor's Degree that ar	e relevant to your major to be posted to
•	•		your major department to determine
	-	_	m is filled out, return it via e-mail to
		ant Note" below the	chart. Students who require additional
lines can submit multiple forms via			
	Transf	er Courses	
Transfer Institution	Course Discipline	Course Number	Course Title
Example: Springfield Univ	ENGL	1001	Freshmen Composition

Important Note: After submitting this form, the Transfer Evaluation Office will enter the courses on your record. However, some of the courses may not have been evaluated for BC credit. The office will attempt to gather the course descriptions for colleges within the United States. For international institutions, the college will require that you submit translated course descriptions. Courses without equivalences may be listed on your CUNYfirst transfer report as "9999" (i.e. ENGL9999, DEPR 9999), you can contact the departments via e-mail and request that they review your course descriptions for BC equivalences. The department can submit these evaluated course details to the Transfer Evaluation Office via e-mail.

Note: that the DEPR is a general description for "Departmental Review". In this instance, you may bring the course to the department that best suites the description.