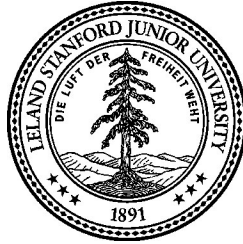


Request for Transfer Credit Evaluation

Submit in person to:

Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
Open until 7 p.m. on Tuesdays
registrar@stanford.edu

**Mail or fax to:**

Office of the University Registrar
Stanford University
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

http://registrar.stanford.edu/students/academics/xfer_credit.htm

Please type or print

The Office of the University Registrar's External Credit Evaluation section determines the amount of transfer and advanced placement credit that an undergraduate can apply toward graduation requirements. Stanford University awards a maximum of 45 quarter units of transfer, Advanced Placement (AP), and other external credit. Review the University's transfer credit policies at http://registrar.stanford.edu/students/academics/xfer_credit.htm.

Undergraduates who want to apply courses taken at another college or university toward their Stanford degree should follow the Stanford University transfer credit policy which states that academic work completed at another institution can be considered for credit if it meets all of the following conditions:

- it is completed at an accredited institution
- it is substantially similar to Stanford courses
- it is completed with a grade of C- or better
- it does not duplicate, overlap, or regress previous work
- the university or college offering the courses allows these courses to be used for credit towards its own bachelor's degree

A transfer credit evaluator determines which classes are transferable; the evaluator will contact you if your assistance is required with the transfer credit evaluation process. The transfer credit will appear on both your Stanford unofficial and official transcripts generally within four weeks after the Office of the University Registrar has received both your petition and your transfer school's official transcript. Pre-approval notification will generally be emailed within four weeks.

Prematriculation Credit Evaluation. Students may not request evaluation of credit for course work that counted toward a high school diploma and/or graduation requirements. Requesting transfer credit for work completed prior to matriculation may be disadvantageous because it could significantly limit your options for transferring credit in the future.

General Education Requirements. In order to meet GER requirements through transfer work, the course must match a specific Stanford course that fulfills the same requirement, be a minimum of three quarter units, and be taken for a letter grade.

Major Requirements. The transfer work must be accepted into the University through the External Credit Evaluation section of the Office of the University Registrar in order to be considered by your department. You must check with your major department about meeting major requirements through transfer work.

Instructions:

1. Complete this form to request transfer credit evaluation, transfer credit pre-approval, or prematriculation credit evaluation. If more than one institution was attended, use a separate form for each.
2. Review the University's transfer credit policies at http://registrar.stanford.edu/students/academics/xfer_credit.htm.
3. Match your transfer course(s) with what you believe to be an equivalent Stanford course or courses, if applicable.
4. Attach a course description or syllabus for every transfer course.
5. Have an official transcript from each transfer institution mailed directly to the Office of the University Registrar by the transfer institution once you have completed your transfer work and grades have been posted. They should mail the transcripts to the address listed at the top of this form.

