



**INSTRUCTIONS**

- Transfer requests for credit from American and Canadian universities should be sent via the Internal Memo System to the Registrar's Office with request for approval by the Office of Academic and Student Affairs (OASA). Requests for credit from international universities should be sent directly to Graduate Enrollment Services (GES) at ½ Fifth Avenue.
- All requests **must** be accompanied by an **official transcript** from the transfer institution. Submission via the Internal Memo System requires a scan of both front and back of the transcript.
- This form should only be completed by the department.
- Individual course credit must be transferred **point for point**. Please refer to the back of the transcript for conversion of non-traditional point systems. Please see GSAS Policies and Procedures 5.13.9 for conversion of credits earned in a quarter system.
- Requests for transfer credit must be made within the first year of attendance as a matriculant.
- Please see 5.13.2-5 for information on transferring credits from previously earned degree programs.
- Only courses in which a grade of B or better in a letter grade system or P or S in a pass/fail system has been earned may be transferred.
- **Transfer credit towards the master's degree may not exceed the difference between the 24-point residency requirement and the number of credits required for the degree.**
- **No more than 40 points may be transferred towards the doctorate.**
- For more detailed instructions, please refer to the GSAS Policies and Procedures Manual Section 5.13-14 and 5.20.

GSAS Department:  Degree: (MA, PhD, etc.)

Student Name:  UID:

Is the Student enrolled in a Dual Degree Program? (Y/N)  If yes, which Program:

Name of institution(s) from which transfer credit is sought:

Please check Option I or II:

- Option I: (Ph.D. Candidates only) Blanket transfer of earned Master's Degree.** *Total number of credits will be equal to the master's degree in the same field currently offered by the department. These credits will be reflected on the transcript as a blanket transfer of the Master's degree and may not be used towards a terminal Masters degree at NYU.*
- Option II: Transfer of individual courses.** Please list courses below

| Course Number           | Title | Credits Earned | Credits Requested |
|-------------------------|-------|----------------|-------------------|
|                         |       |                |                   |
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|                         |       |                |                   |
|                         |       |                |                   |
| Total Credits Requested |       |                |                   |

Signature of Director of Graduate Studies or Chair : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

For OASA/GES use only.

Approved  Denied

OASA/GES Signature: \_\_\_\_\_

Date Received:

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