



OFFICE OF GRADUATE STUDIES

# TRANSFER CREDIT REQUEST FORM FOR CREDITS ALREADY TAKEN

To complete this form for courses already taken at another institution in the United States or Canada, submit a copy of the course description and the course syllabus for each course as well as an official transcript to the Office of Graduate Studies at New Jersey Institute of Technology, Fenster Hall, Suite 140, 323 Dr. M. L. King, Jr. Blvd., Newark, New Jersey 07102-1982. For the complete policy, please refer to the Office of Graduate Studies [website](#).

<b>Name:</b> _____ <b>Address:</b> _____ <b>City, State, Zip:</b> _____ <b>Phone #:</b> _____	<b>Date of Request:</b> _____ <b>NJIT ID #:</b> _____ <b>Dept. or Prog:</b> _____ <b>Degree Level:</b> _____ <b>E-mail:</b> _____
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**TRANSFER CREDIT POLICY:** Up to nine graduate credits may be transferred provided that they are from an accredited college or university in the United States or Canada, were not used in fulfillment of a previous degree, earned a final grade of B (3.0) or above on a scale whose maximum is 4.0, were in units of at least three semester credits, and were not earned more than seven years ago. Credits earned in quarter systems will be converted to equivalent semester credits.

ORIGINAL ID NUMBER OF COURSE	ORIGINAL COURSE TITLE	COLLEGE OR UNIVERSITY	SEM / YEAR	GRADE	CREDITS EARNED	EQUIV. NJIT COURSE NO.	ACCEPTED/ REJECTED

<b>GRADUATE PROGRAM ADVISOR APPROVAL</b>		
_____	_____	_____
Name	Signature	Date
<input type="checkbox"/> <b>If rejected, provide reason:</b> _____		
_____		

**GRADUATE STUDIES OFFICE APPROVAL**

**REGISTRAR OFFICE ACTION**

GSO Signature	Date
<b>NJIT COURSE NUMBER</b>	<b>CREDITS</b>

Registrar Signature	Date
<b>NJIT COURSE NUMBER</b>	<b>CREDITS</b>

**Student's Record has been amended**