



TRANSFER CREDIT REQUEST FORM FOR CREDITS ALREADY TAKEN

To complete this form for courses to be taken at another accredited institution of higher education, 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 University, 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](#).

Name: _____ **Date of Request:** _____

Address: _____ **SS or ID #:** _____

City, State, Zip: _____ **Dept. or Prog:** _____

Phone #: _____ **Degree Level:** _____

E-mail: _____

TRANSFER CREDIT REGULATIONS: Up to nine (9) credits may be transferred for credit provided that they were taken at an accredited college or university in the United States or Canada, were not used in fulfillment of a previous degree awarded, earned a final grade of 3.0 or above on a scale whose maximum is 4.0, were earned in graduate level course(s) for which full academic credit was awarded, were in units of at least three (3) 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	ID # OF EQUIVALENT NJIT COURSES	COURSE TITLE	COLLEGE OR UNIVERSITY	SEM YEAR	GRADE	CREDITS EARNED	ACCEPTED/ REJECTED

ADVISOR APPROVAL

_____ Print Name	_____ Advisor's Signature	_____ Date
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IF TRANSFER REQUEST REJECTED reason: _____

GSO APPROVAL

_____ GSO's Signature		_____ Date
NJIT COURSE NUMBER	CREDITS	

REGISTRAR OFFICE ACTION

_____ Registrar's Signature		_____ Date
Student's Record has been amended		
NJIT COURSE NUMBER	CREDITS	