



Approval Form for Undergraduate Course at Another Institution

Office of the Registrar

Section I – Student must complete

- Name and Last Name: _____
- NJIT ID/UCID: _____
- Major: _____
- Visiting Institution: _____
- Course ID: _____
- Course Title: _____
- Year and Semester of Registration: _____
- NJIT Equivalent Course ID: _____
- NJIT Course Title: _____
- Have you taken the NJIT course equivalent in previous semester?
☐ No ☐ Yes – list year and semester(s) that apply _____

Section II – Submit request form to Academic Department offering the equivalent course for approval

- Academic Department: _____
- Name and Signature of Approver: _____
- Date: _____

Section III – Final approval by the Office of the Registrar – email transfer@njit.edu

☐ Approved ☐ Not Approved

Name and Signature: _____

Date: _____

Send an official transcript to the NJIT Office of University Admissions at admissions@njit.edu at the end of the semester. A minimum grade of “C” is required for transfer credit processing.

Failure to submit the request form to the appropriate Academic Department and Office of the Registrar will result in credits not being transferred to NJIT. This form is not intended for cross-registration purposes with Essex County College or Rutgers University - Newark

<https://www.njit.edu/registrar/approval-undergraduate-course-another-institution-form-information>