

Frequently Asked Questions for Transfer Credit

- 1. How long does it take for the transfer credit evaluation to be completed?**
 - Once the transcript is received please allow 5-7 business days for the transfer credit evaluation to be completed. Please note that the completion of the evaluation may take longer than stated during times of high volume.

- 2. How can I confirm that the transfer credit evaluation has been completed?**
 - Students will be informed about the completion of the evaluation via email.

- 3. Where can I view the transfer credits once the evaluation is completed?**
 - The evaluation is available on Degreeworks or academic transcript which can be found in the Highlander Pipeline under the Self Service Banner option.

- 4. What can I do if a course that I completed at another institution did not transfer?**
 - If the evaluation has been completed and a course did not transfer you can submit a transfer request by using the following link: [NJIT Transfer Credit Request](#) form.

- 5. What are the requirements to be able to submit a Transfer Credit Request?**
 - To successfully submit a transfer credit request, you must send an official transcript from the school where you completed the course(s) for which you are seeking transfer credit. In addition, the transfer credit evaluation must be completed before you can submit a request for additional transfer credit.

- 6. Can I take an undergraduate course at another institution as an NJIT student?**
 - Yes, NJIT students who are in good academic standing (2.0 GPA minimum) can take an undergraduate course/s at another institution. Please complete and submit the [Approval for Undergraduate Courses at Another School](#) form to the Registrar's office **before** registering for the course at another institution.

- 7. How can I transfer a course completed at another institution?**
 - New incoming transfer students must submit an official transcript to the NJIT Office of Admissions. Continuing NJIT students must submit official transcripts to the Registrar of Office.

- 8. I completed a course/s at another institution as an NJIT student but did not submit the Approval for Undergraduate Courses at Another School form, what can I do to transfer the credits?**
 - Contact the academic department responsible for the course that you completed to determine if you can receive transfer credit(s).

- 9. How can I get transfer credit for the course/s that I completed internationally?**
- Please submit a [WES](#) or equivalent transcript to NJIT. The corresponding academic department will further evaluate the course/s to determine transferability and NJIT course equivalency.
- 10. Can I receive transfer credit for course/s that I cross-registered at Rutgers University Newark or Essex Community College?**
- No, NJIT students who cross-register for a course at Rutgers University Newark, or Essex Community College do not receive transfer credit. The course information and final grade will reflect on the NJIT transcript. This process also applies to the course(s) completed during the summer and winter semesters.
- 11. Can I receive transfer credit for a course taken at another institution as a readmitted student?**
- Yes, we strongly encourage readmitted students to submit an updated official transcript.
- 12. Can I submit an official electronic transcript that I received to NJIT?**
- No, official transcripts must be submitted directly sent to NJIT from either the previous institution, the National Student Clearinghouse, Parchment, or NJ transfer electronically or by mail. Transcripts that have been mailed to the students and subsequently opened cannot be considered for evaluation
- 13. Does transfer credit have any effect on my GPA?**
- No, transfer credit does not have any effect on the student's GPA. However, the credits will apply to your degree program.