



Graduate Studies, Stratton Administration Center  
 P.O. Box 730 • Kutztown, PA 19530 • (610) 683-4220

## REQUEST TO TRANSFER GRADUATE CREDIT FROM ANOTHER COLLEGE/UNIVERSITY\*

This form is to be completed by graduate students who are seeking the transfer of graduate credits from another college or university to their graduate program at Kutztown University. An official transcript from the outside institution along with a catalog description of the graduate level course must be filed in the Office of the Registrar before any transfer of credit will be approved. Only courses in which a grade of 'A' or 'B' or their equivalents are eligible for transfer. The maximum number of credits that can be transferred is nine. For questions, please contact the Registrar's Office at (610) 683-4478.

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ KU E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Program of Study at KU: \_\_\_\_\_

**To be completed by student:**

**To be completed by Advisor/Chair:**

Institution	Course Number and Title	Credits	KU Equivalent/Elective	Area

**\*For Certification students only who need to transfer undergraduate coursework:**

Institution	Course Number and Title	Credits	KU Equivalent/Elective	Area

In view of the above information, the student should not schedule the following course(s) or the equivalent(s):

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

Advisor's Signature: \_\_\_\_\_

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

Department Chair's Signature: \_\_\_\_\_

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

Dean's Signature: \_\_\_\_\_

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