

# Application for Graduate Residency Credit

**Submit in person to:**

Student Services Center  
Tresidder Memorial Union, 2nd Floor  
Monday - Friday, 9 a.m. - 5 p.m.

**Mail or fax to:**

Office of the University Registrar  
Stanford University  
482 Galvez Mall, Suite 120  
Stanford, CA 94305-6032  
Fax: (650) 725-7248

<http://studentaffairs.stanford.edu/registrar/students/transfer-credit>

This form is to be submitted to the Student Services Center by a doctoral or Engineer degree student after review and approval by the major department. Successful completion of at least one quarter of graduate work at Stanford is also required.

Each type of graduate degree offered at Stanford has a residency requirement based on the number of academic units required for the degree. No transfer credit is granted towards the requirement for master's degrees.

A maximum of 45 units for graduate work completed at another institution or completed at Stanford towards a master's degree may be applied to the Stanford requirements for the degrees of Ph.D., D.M.A., or Engineer.

Master's students are not eligible for graduate residency credit. Additional residency requirements may apply to doctoral or Engineer degree students who have completed, or intend to complete, a master's degree at Stanford.

Applications for transfer credit are reviewed only after successful completion of at least one quarter of graduate work at Stanford.

The following criteria are used for awarding transfer residency credit for graduate level work done at another institution:

- Courses should have comparable Stanford counterparts that are approved by the student's department. A maximum of 12 units of courses with research units or no Stanford equivalents may be granted transfer residency credit. On rare occasions when a department would like to recommend more than 12 units of transfer residency for work in this category, a memorandum should be submitted with the application which explicitly describes the relevance of the work to the graduate program at Stanford.
- Courses may not duplicate or overlap previous work.
- The student must have been registered in a student category that yields graduate credit at the other institution. The maximum amount of credit given for extension and non-matriculated course work is 12 quarter units of residency. No transfer credit is given for correspondence work.
- Courses must have been taken after conferral of the bachelor's degree. The only exception is for work taken through programs structured like the Stanford coterminal bachelor's/master's program.
- Courses must have a letter grade of 'B' or better. Pass grades are accepted only for courses where letter grades were not an option. Students who submit pass/fail courses for credit may be asked to submit additional information. The conversion of credit is based on the value awarded by the other institution. Semester units are typically converted to Stanford quarter units on a 1 to 1.5 basis.
- Courses must have been taken at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country.
- Courses taken at foreign institutions must have been at the level of study comparable to a U.S. graduate program.

Doctoral or Engineer degree students who wish to receive residency credit for graduate work done at another institution during the course of their Stanford program should obtain, before departure from campus, approval from their department of a proposal of work to be taken. Upon return, the Application for Graduate Residency Credit form should be submitted with an official transcript.

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*Please print legibly*

\_\_\_\_\_  
 Last or Family Name First Middle Department and Program (e.g. History Ph.D.)

\_\_\_\_\_  
 Stanford Student Number Email Address Phone

Attach an official graduate transcript from all institutions listed on this form below to expedite processing of this application.

\_\_\_\_\_  
 School where graduate work was done School Location (State or Country)

\_\_\_\_\_  
 Graduate Degree(s) Conferred Field(s)

Courses Taken Elsewhere		Stanford Course Equivalent	
Course Number, Title, Institution	Semester/quarter/other units (circle one)	Class Number and Title	Quarter units

Estimated Total Units Requested: \_\_\_\_\_ (Stanford units are granted based on standard conversions.)

*By signing below, I certify that the information contained on this application and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may give rise to a complaint being filed with the Office of Community Standards for investigation as possible violation(s) of the Fundamental Standard.*

\_\_\_\_\_  
 Student Signature Date

\_\_\_\_\_  
 Department Student Services Officer Signature Print Name Date

\_\_\_\_\_  
 Graduate Adviser and/or Committee Chair Signature(s) Print Name(s) Date

**For Registrar's Office use only**  
 Approved \_\_\_\_\_  Denied \_\_\_\_\_  Postponed \_\_\_\_\_  Notified \_\_\_\_\_ Quarter units granted: \_\_\_\_\_