

Request for Last Units Out of Residence (Undergraduates only)

Submit in person to:

Student Services Center
 Tresidder Memorial Union, 2nd Floor
 Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



Mail or fax to:

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

Please type or print

Students may petition to complete their final 15 units out of residence to complete their degree requirements. See the transfer credit web site for policies and procedures: <http://studentaffairs.stanford.edu/registrar/students/transfer-credit>. Transcripts from the transfer credit institution must be submitted to Stanford University by the last day of classes of the degree conferral quarter.

Form deadline: the Preliminary Study List deadline of your degree conferral quarter.

Last or Family Name	First	Middle
Stanford Student Number	Email Address	Phone

A registration status is required to graduate. Select the appropriate status below:

- Graduation Quarter Special Registration Status:* I have completed all my Stanford requirements with the exception of transfer credit I am completing out of residence. (For Graduation Quarter tuition, see Tuition and Fees in the Student tab at <http://registrar.stanford.edu>).
- Permit for Services Only:* I am completing an honors thesis or clearing incompletes at Stanford in addition to completing final units out of residence. (For PSO tuition, see Tuition and Fees in the Student tab at <http://registrar.stanford.edu>).
- Concurrent Enrollment at Stanford:* A maximum of 20 units is permitted including enrollment at Stanford and the outside institution.

You must submit an application to graduate through Axess. Have you applied to graduate? Yes No

Indicate the term and year you intend to graduate _____

University or college you plan to attend and dates of attendance _____

School	From (month/year)	To (month/year)
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- Check here to have transfer credit forwarded to your school or department if you intend to use the transfer credit towards your department or school requirements. Name of department _____
- Check here if you expect to satisfy General Education Requirements with this work. A syllabus must be attached. Specify the requirements that you expect to meet. (If you want to satisfy a Ways requirement, see the Ways Credit Transfer Evaluation form on the next page.)

Courses taken elsewhere: Attach course description for each course **Stanford course equivalent**

Course Number, Title. Indicate semester, quarter, or other units.	Course Number, Title, Quarter Units	To be completed by evaluator ▼	
		OK Units	OK GER
		OK Units	OK GER
		OK Units	OK GER
		OK Units	OK GER
		OK Units	OK GER
		OK Units	OK GER

Signatures: You must obtain the signature of the departmental administrator authorized to certify that your plan will complete all major requirements.

Departmental Administrator Signature	Print Name	Date
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International Students (F-1 & J-1 Visa Holders Only): Bechtel International Center Adviser Signature	Print Name	Date
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Student Signature	Date
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For Registrar's Office Use Only

Posted _____ Denied _____ Pre-Approved _____ Notified _____ GER _____ UTG _____ MMF _____ RITG _____

Request for Ways Transfer Credit Evaluation

Submit in person to:
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 Tresidder Memorial Union, 2nd Floor
 Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



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 Fax: (650) 725-7248

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

Last or Family Name

First

Middle

Stanford Student Number

Email Address

Phone

Visit the VPUE's Ways web site at <http://ways.stanford.edu> to learn about Ways requirements and to understand the eight different Ways in order to determine which Way might apply for each submitted transfer course. The section on Rationale and Essential Elements for each Way at <https://undergrad.stanford.edu/programs/ways/about> assists in providing a rationale to identify each course for the appropriate Way.

Instructions:

1. Complete this Ways Transfer Credit Evaluation form; list each class with the subject, course number, and title (e.g., ECON 105, Introduction to Macroeconomics). Include the name of the institution at which you took the course and indicate the term and year when you took it. Check one box to indicate the Way that for which you are requesting evaluation.
2. Attach a course syllabus a for each requested class. All syllabi must be included with your request packet.
3. Submit this addendum along with your Request for Transfer Credit Evaluation form.

To be completed by evaluator ▼

Course Subject, #, Title	Syllabus attached?	AII	AQR	CE	ED	ER	FR	SI	SMA	OK?	Approver Notes
Institution, Term/Year	attached?									OK?	
	<input type="checkbox"/> Yes									<input type="checkbox"/> Yes	
	<input type="checkbox"/> No									<input type="checkbox"/> No	
	<input type="checkbox"/> Yes									<input type="checkbox"/> Yes	
	<input type="checkbox"/> No									<input type="checkbox"/> No	
	<input type="checkbox"/> Yes									<input type="checkbox"/> Yes	
	<input type="checkbox"/> No									<input type="checkbox"/> No	
	<input type="checkbox"/> Yes									<input type="checkbox"/> Yes	
	<input type="checkbox"/> No									<input type="checkbox"/> No	
	<input type="checkbox"/> Yes									<input type="checkbox"/> Yes	
	<input type="checkbox"/> No									<input type="checkbox"/> No	
	<input type="checkbox"/> Yes									<input type="checkbox"/> Yes	
	<input type="checkbox"/> No									<input type="checkbox"/> No	