

# Request for Transfer Credit Evaluation

## 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

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

The Office of the University Registrar determines the amount of transfer and advanced placement credit that an undergraduate can apply toward graduation requirements. Stanford University awards a maximum of 45 quarter units of transfer, Advanced Placement (AP), and other external credit. Review the University's transfer credit policies at <http://studentaffairs.stanford.edu/registrar/students/transfer-credit>.

Undergraduates who want to apply courses taken at another college or university toward their Stanford degree should follow the Stanford University transfer credit policy which states that academic work completed at another institution can be considered for credit if it meets all of the following conditions:

- it is completed at an accredited institution
- it is substantially similar to Stanford courses
- it is completed with a grade of C- or better
- it does not duplicate, overlap, or regress previous work
- the university or college offering the courses allows these courses to be used for credit towards its own bachelor's degree

The transfer credit will appear on both your Stanford unofficial and official transcripts generally within four weeks after the Office of the University Registrar has received both your petition and your transfer school's official transcript. Pre-approval notification will generally be emailed within four weeks.

**Prematriculation Credit Evaluation.** Students may not request evaluation of credit for course work that counted toward a high school diploma and/or graduation requirements. Requesting transfer credit for work completed prior to matriculation may be disadvantageous because it could significantly limit your options for transferring credit in the future.

**General Education Requirements.** Only by pre-approval, students may request that a transfer course satisfy either a Ways requirement or a legacy GER requirement. A syllabus must be included with the Request for Transfer Credit Evaluation in order to meet Ways or legacy GER requirements. Students requesting transfer credit to satisfy a Ways requirement must submit the course for pre-approval by the quarterly deadline; any requests submitted after the course has been completed will not be considered for Ways credit, but may be eligible for unit credit. See the final page of this form for information about Ways transfer courses. The course must be taken for a minimum of 3 quarter units, and must be taken for a letter grade, with the exception of courses satisfying Ways-CE which may be taken for a minimum of 2 units and may be credit/no credit.

**Major Requirements.** The transfer work must be accepted into the University through the Office of the University Registrar in order to be considered by your department. You must check with your major department about meeting major requirements through transfer work.

## Instructions:

1. Complete this form to request transfer credit evaluation or transfer credit pre-approval. If more than one institution was attended, use a separate form for each.
2. Review the University's transfer credit policies at <http://studentaffairs.stanford.edu/registrar/students/transfer-credit>.
3. Match your transfer course(s) with what you believe to be an equivalent Stanford course or courses, if applicable.
4. Attach a course description or syllabus for every transfer course. Ways requests must include a syllabus.
5. Have an official transcript from each transfer institution mailed directly to the Office of the University Registrar by the transfer institution once you have completed your transfer work and grades have been posted. They should mail the transcripts to the address listed at the top of this form.

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Please print clearly

Last or Family Name First Middle

Stanford Student Number Email Address Phone

Check appropriate box:  evaluation  pre-approval  prematriculation credit evaluation

*If you are requesting transfer credit pre-approval or evaluation of course work completed at an international institution after enrolling at Stanford, refer to the Request for Non-Stanford Study Abroad Transfer Credit Evaluation form at <https://undergrad.stanford.edu/programs/bosp/explore/other-programs/non-stanford-study-abroad-opportunities>.*

University or college you attended or you will attend and dates of attendance:

School From (month/year) To (month/year)

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 have requested the final transfer institution transcript be sent to Stanford. When was the transcript requested? \_\_\_\_\_

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

**Required Signature:**

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. If transfer work was completed prior to my matriculation date, my signature certifies that the transfer course did not count towards my secondary school diploma and/or graduation requirements. 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 Standards.

Student Signature Date

**For Registrar's Office use only**

Posted \_\_\_\_\_  Denied \_\_\_\_\_  Pre-Approved \_\_\_\_\_  Notified \_\_\_\_\_

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

Quarter units granted: \_\_\_\_\_ GER: \_\_\_\_\_

Notes: \_\_\_\_\_

# Pre-Approval Request for Ways Transfer Credit Evaluation

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 Monday - Friday, 9 a.m. - 5 p.m.  
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Last or Family Name	First	Middle
Stanford Student Number	Email Address	Phone

See the Ways Syllabus Guidelines at <https://undergrad.stanford.edu/programs/ways/certify/ways-syllabus-guidelines> to understand the eight Ways and to determine which Way might apply for each submitted transfer course. Learn more about Ways at <http://ways.stanford.edu>.

**Instructions:**

1. Complete this Pre-Approval Ways Transfer Credit Evaluation form prior to the quarterly deadline; 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 plan to take the course and indicate the term and year when you will take it. Check one box to indicate the Way for which you are requesting evaluation.
2. Attach a course syllabus for each requested class or the request will not be reviewed. All syllabi must be included with your request packet.
3. Submit this Ways form along with your Request for Transfer Credit Evaluation form.

Course Subject, Number	AII	AQR	CE	ED	ER	FR	SI	SMA	Approver Notes
<b>Title</b>									
<b>Institution, Term/Year</b>									
Course Subject, Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title									
Institution, Term/Year									
Course Subject, Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title									
Institution, Term/Year									
Course Subject, Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title									
Institution, Term/Year									
Course Subject, Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Title									
Institution, Term/Year									