

# Transfer Credit Information

Undergraduate students who want to take language courses at another college or university and apply those courses 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 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.

To transfer credit for a language course, students must 1) obtain a Transfer Credit Pre-Approval Form from the Office of the Registrar and 2) contact Patricia de Castries, the transfer credit evaluator for all language courses. She will determine which classes are transferable and will contact you if your assistance is required with the transfer credit evaluation process. If you have already completed the work and did not obtain pre-approval, you may still petition for credit. However, there is no guarantee that the credit will transfer.

The transfer credit will appear on both your Stanford unofficial and official transcripts within four weeks after the Office of the Registrar has received both your petition and your transfer school's official transcript. Transfer credit may be removed from your record if subsequent Stanford course work duplicates transfer credit course content.

For general information about transfer credit at Stanford, please check with the Registrar's Office: <http://www.stanford.edu/dept/registrar/academic/transfer.html>

***For language course equivalency and language transfer credit questions, contact [patricia@stanford.edu](mailto:patricia@stanford.edu)***

Building 30  
Stanford, CA 94305-2015

650-725-9377 fax  
<http://language.stanford.edu>