Michigan Technological University
Graduate School

Transfer Credit Request

Complete form in Adobe Acrobat or Reader; PDF viewers in browsers do not work properly.

Students are advised to consult with their graduate program before taking classes for transfer. All credits must adhere to current transfer credit policies. In no case may the total number of transfer credits exceed one-third of the required non-research course credits. International transcripts must be accompanied by an evaluation from WES or Scholero.

Graduate students: Submit this form to your Graduate Program with the transcript(s) for the course(s). The Graduate Program may request additional materials to determine transfer equivalency. After program approval, the Graduate School will need an official transcript delivered directly from the institution.

Graduate programs: Verify the form meets your requirements and upload the form to the **Graduate School**.

Student Information

Name _____ M Number (ex: M12345678) _____

Name of affiliated university _____

Courses requested to transfer

Affiliated University Course Number	Course Title	Course Grade*	Credits Indicate semester (S) or quarter (Q) and year taken	Equivalent Michigan Tech Course Number or Course Prefix	Equivalent Number of Michigan Tech Semester Credits

*C or better required to transfer.

Advisor Approval(s)

Indicate your approval by typing your name below (if possible). Uploading the form to the Graduate School by the graduate program indicates your approval even if the form fields are not available.

Name _____ _____ Name _____ _____

Committee Chair/Advisor 1 Date Advisor 2 Date

Graduate Program Director Approval

Your approval indicates that the courses meet program requirements and all advisor(s) approve.

Name _____ _____

Graduate Program Director, Department Chair, School Head, or College Dean Date

Graduate School Only

Official Transcript _____ WES/Scholero _____ Registrar _____ Imaged _____