

Graduate Transfer Credit Request

Student Information

First Name		Last Name		N ID Number
Department	Program	Expected Graduation Term		Email Address

Instructions:

- To request transfer units from another college or university:
 - provide all the course information below,
 - attach a **sealed, official copy of your transcript** from each college or university to this form
 - submit **all documents together** to your advisor for approval
- your advisor will forward this form and all documentation to Advisement and Registration Services for processing.

Information:

- Transfer units are accepted for a maximum of 30% of a student's total graduate program (including any advanced standing previously approved upon initial matriculation).
- You must complete a minimum of 24 units **in residence at NYU Steinhardt** at the graduate level.
- Transfer units will be accepted only from accredited colleges and universities.
- Course work must not have been applied to another degree and must have been completed within ten years of your expected graduation date with a grade of B or better -- courses taken pass/fail will not be accepted.
- You may not take courses for transfer units during your final term because late submission of grades from the outside institution will delay your graduation date.

Course Number and Title	College or University	Units

To Advisor: Please sign below to indicate your approval of the transfer of the courses listed above for the total number of units specified and return this form along with the original transcript and envelope to Advisement and Registration Services. The University Registrar will not accept copies of transcripts.

Advisor Signature	Print Advisor Name	Total # of Units	Date
For NYU STEINHARDT Advisement & Registration Use Only	Approval Signature	Date	