



Request to Transfer Graduate Credit(s) from another College/University*

This form is to be completed by graduate students who are seeking the transfer of graduate credits from another college or university to their graduate program at Kutztown University. An official transcript from the outside institution along with a catalog description of the graduate level course must be filed in the Registrar's Office before any transfer of credit will be approved. Only courses in which a grade of 'A' or 'B' or their equivalents are eligible for transfer. The maximum number of credits that can be transferred is nine. For questions, please contact the Registrar's Office at (610) 683-4478.

Student's Name: _____ ID Number: _____
 Address: _____ Cell Phone: _____ KU E-mail: _____
 City: _____ State: _____ Zip: _____ Program of Study at KU: _____

To be completed by student:

To be completed by Advisor/Chair:

Institution	Dates Attended	Course Number and Title	Credits	KU Equivalent/Elective	Area

***For Certification students only who need to transfer undergraduate coursework:**

Institution	Dates Attended	Course Number and Title	Credits	KU Equivalent/Elective	Area

In view of the above information, the student should not schedule the following course(s) or the equivalent(s):

Student's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

Department Chair's Signature: _____

Date: _____

Dean's Signature: _____

Date: _____