

3.3 Transfer non-SJSU and Open University course

Last name: _____ First name: _____ SID: _____

Email: _____ Phone: _____

Program: MSCMPE MSSE

(1) Student submits

- A copy of the unofficial student record from my.sjsu.edu
 - A copy of SJSU admission letter
 - A copy of Program of Study (must be completely typewritten)
 - A copy of the non-SJSU course description & syllabus
 - A copy of the transcript for the non-SJSU course
 - A SJSU Request for Validation of Transfer Credit
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(2) Department office

Tracking Number: _____ Time Stamp: _____

- Ask the student to make an appointment with Program Director
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(3) Program Director

Decision: _____ Initial: _____ Date: _____

(4) Student

- Picks up the package Time Stamp: _____