San José State University
Graduate Studies and Research

Request for Validation of Transfer Credit

SUBMIT

PRINT

CLEAR FORM

San José State UNIVERSITY

Tracking #:

Instructions for Student and Graduate Advisor

1. **A separate form must be filled out for each transfer course.**
2. **An official sealed transcript must be submitted with this form for evaluation.**
3. **Copies of the course description should be attached so the graduate advisor may make an adequate evaluation.**
4. **Student and Graduate Advisor Signature is required before turning this form in.**
5. **Do not use this form if you want to transfer SJSU courses taken as an undergraduate to your graduate career.**
6. **Graduate Advisor: Please enter an SJSU course that is equivalent to the requested transfer course.**

Student Information

Last Name

First Name, M.I.

Student ID Number (REQUIRED)

Email Address

Today's Date

Graduate Major:

Graduate Advisor (Print):

UG Degree Earned: ☐ **BA** ☐ **BS** ☐ **Other**

Institution:

Date of Degree:

I request evaluation of the following "transfer resident" course completed at:

Institution

Department and Course Number

Course Title

Units

Grade

Date Completed

Undergraduate Course ☐ Graduate Course ☐

Student Signature

To Be Completed by the Graduate Advisor Only:

The requested course above is equivalent to the following SJSU course:

Department and Course Number

Course Title

Graduate Advisor Signature

For Office Use Only – Do Not Write Below This Line

☐ Approved as graduate credit equivalent to:

_____Upper Division _____Graduate credit

Semester/Year Completed

Grade Semester Units Equivalent

☐ Upper division course: no indication that course can be used for Graduate credit.
Not validated

☐ No graduate credit because:

Reviewed By Date