

Request for Validation of Transfer Credit



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:	UG Degree Earned: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> Other
Graduate Advisor (Print):	Institution:
	Date of Degree:

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

_____ Institution	_____ Units
_____ Department and Course Number	_____ Grade
_____ Course Title	_____ Date Completed
Undergraduate Course <input type="checkbox"/> Graduate Course <input type="checkbox"/>	
_____ 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