



INSTRUCTIONS

- Requests from American and Canadian universities should be sent to the Vice Dean's Office at 6 Washington Square North, 2nd floor
- Requests from international universities should be sent to Graduate Enrollment Services at 1/2 Fifth Avenue. – International transfer credit is awarded in accordance with the most current guidelines regarding equivalency as distributed annually by GES.
- All requests must be accompanied by an **official transcript** from the transfer institution.
- Credit will be transferred **point for point**. If the amount of credits requested exceeds the amount of credit earned, proof of the following must be provided: The awarding school requires the same number of courses for a degree but has a credit system whereby a lesser number of credits are granted for the degree.
- Requests for transfer credit must be made within the first year of attendance as a matriculant.
- Courses for which a master's or bachelor's degree has been awarded may not be transferred toward a master's degree at GSAS.
- Except in the case of a blanket transfer, only courses in which a grade of B or better has been earned may be transferred.
- **Transfer credit towards the master's degree may not exceed the difference between the 24 point residency requirement and the number of credits required for the degree.**
- **No more than 40 credits may be transferred towards the doctorate.**
- For more detailed instructions, please refer to the GSAS Policies and Procedures Manual (Section 3.10) at: <http://gsas.nyu.edu/page/grad.pp.manual.html>

GSAS Department: Please check one - Candidate for: MA MS Ph.D.

Student Name: UID #

Is the Student enrolled in a Dual Degree Program? Yes No If yes, which Program:

Name of graduate school from which transfer credit is sought:

Please check Option I or II:

Option I: (Ph.D. Candidates only) Blanket transfer of the Master's Degree. Total number of Credits: *Departments may accept a full transfer of credits, up to 40, or may specify the number of credits to be counted toward a Ph.D. If the entire degree is not transferred please list the specific courses to be transferred. These credits will still be reflected on the transcript as a blanket transfer of the Master's degree and may not be used towards a terminal Masters degree at NYU.*

Option II: Transfer of individual courses. Please list courses below

Course Number	Title	Credits Earned	Credits Requested
Total Credits Requested			

Signature of Director of Graduate Studies or Chair : _____ Date: ____ / ____ / 20 ____

For Vice Dean's Office use only.

Approved Denied

Signature of Vice Dean: _____

Date Received:

Date: _____