

INSTRUCTIONS

- Transfer requests for credit from American and Canadian universities should be sent by the department to the Office of Academic and Student Affairs (OASA), 6 Washington Square North, 2nd floor. Requests for credit from international universities should be sent to Graduate Enrollment Services (GES) at ½ Fifth Avenue
- All requests **must** be accompanied by an **official transcript** from the transfer institution.
- Individual course credit must be transferred **point for point**. Please refer to the back of the transcript for conversion of non-traditional point systems. Please see GSAS Policies and Procedures 4.12.9 for conversion of credits earned in a quarter system.
- Requests for transfer credit must be made within the first year of attendance as a matriculant.
- Please see 4.12.2-4 for information on transferring credits from previously earned degree programs.
- Only courses in which a grade of B or better in a letter grade system or P or S in a pass/fail system 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 4.12-13 and 4.19 at: <http://gsas.nyu.edu/page/grad.pp.manual.html>

GSAS Department: Degree: (MA, PhD, etc.)

Student Name: UID:

Is the Student enrolled in a Dual Degree Program? (Y/N) If yes, which Program:

Name of institution(s) from which transfer credit is sought:

Please check Option I or II:

Option I: (Ph.D. Candidates only) Blanket transfer of earned Master's Degree. *Total number of credits will be equal to the master's degree in the same field currently offered by the department. These credits will 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 OASA/GES use only.

Approved Denied

OASA/GES Signature: _____

Date Received:

Date: _____