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# Transfer of Credit from an External Institution

Office of Graduate Enrollment Services, The Pennsylvania State University, 114 Kern Building, University Park, PA 16802-3396; (814) 865-1795; (814) 863-4627

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**Date:** \_\_\_\_\_ **From (Program Name):** \_\_\_\_\_

**To:** Office of Graduate Enrollment Services, 114 Kern Building

Transfer credits must meet the following criteria: (1) **MUST** have been earned at a regionally accredited U.S. institution or an officially recognized degree-granting international institution, (2) **MUST** be of “A” or “B” grade value (“B-” grades are not acceptable; pass-fail grades are not transferable unless substantiated by former institution as having at least “B” quality), (3) **MUST** appear on an **OFFICIAL** graduate transcript, and (4) **MUST** be earned within the five years prior to the date of registration to a degree program at Penn State.

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Student name (last, first, middle initial) \_\_\_\_\_ Student number \_\_\_\_\_

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Degree (M.A., D.Ed., etc.) \_\_\_\_\_ Graduate major \_\_\_\_\_

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Institution where credits were earned \_\_\_\_\_ Total credits to be transferred (Quarter credits must be converted to semester credits) \_\_\_\_\_

Titles of course(s) to be transferred to the student’s program	Term Earned (F, SP, W, SU)	Year Earned	PSU Level Equivalent (400, 500, 800 Series)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Graduate Adviser’s Signature (Mandatory) \_\_\_\_\_ Please print adviser’s name \_\_\_\_\_ Date \_\_\_\_\_

