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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

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**Return this form to your graduate program for  
submission to Graduate Enrollment Services.**

**Date:** \_\_\_\_\_

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 starting the 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)

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**Titles of course(s) and subject # to be  
transferred to the student's program**  
*(e.g. ME 518 Solid Mechanics)*

**Term/ Year Earned (Fall,  
Winter, Spring, Summer)**  
*(e.g. Fall 22)*

**Credits to Count to  
Degree**  
*(e.g. 6)*

**PSU Level Equivalent  
(400, 500, 800 Series)**  
*(e.g 500)*

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Graduate Adviser's or Graduate Program Head's Signature

Please print Graduate Adviser's or Graduate Program Head's Name

Date