
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

**Return this form to your graduate program for submission
via the Graduate Request Management System (GRMS)**

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.

Student name (last, first, middle initial)

Student number

Degree (M.A., D.Ed., etc.)

Graduate major

Institution where credits were earned

Total credits to be transferred (Quarter credits must be converted to semester credits)

**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)

Titles of course(s) and subject # to be transferred to the student's program <i>(e.g. ME 518 Solid Mechanics)</i>	Term/ Year Earned (Fall, Winter, Spring, Summer) <i>(e.g. Fall 22)</i>	Credits to Count to Degree <i>(e.g. 6)</i>	PSU Level Equivalent (400, 500, 800 Series) <i>(e.g 500)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Graduate Adviser's or Graduate Program Head's Signature

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

Date