

To complete this form for courses to be taken at another accredited institution of higher education, **submit a copy of the Course Catalog description** to the Office of Graduate Studies. To complete the transfer process, a **FINAL OFFICIAL TRANSCRIPT** must be submitted to Graduate Studies upon completion of the course. For the complete policy, please refer to the Office of Graduate Studies [website](#).

**This form must be digitally signed and submitted to [gso-forms@njit.edu](mailto:gso-forms@njit.edu); we will not accept hand-signed forms**

<b>Name</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> </div> <b>Phone #</b> _____ <b>UCID / NJIT E-mail</b> _____ <b>Date of Entry</b> Spring 20__    Fall 20__	<b>Date of Request</b> _____ <b>NJIT ID #</b> _____ <b>Program</b> _____ <b>Degree Level</b> MS                  PhD
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**TRANSFER CREDIT POLICY:** Up to nine graduate credits may be transferred provided that they are from an accredited college or university in the United States or Canada, were not used in fulfillment of a previous degree, earned a final grade of B (3.0) or above on a scale whose maximum is 4.0, were in units of at least three semester credits, and were not earned more than seven years ago. Credits earned in quarter systems will be converted to equivalent semester credits. Students on F-1 visa must first consult with the Global Initiatives Office.

ORIGINAL ID NUMBER OF COURSE	ORIGINAL COURSE TITLE	COLLEGE OR UNIVERSITY	SEM / YEAR	GRADE	CREDITS EARNED	EQUIV. NJIT COURSE NO.	ACCEPTED OR REJECTED
CHEM 6301 (sample)	ORGANIC CHEMISTRY (sample)	SETON HALL UNIVERSITY (sample)	FALL 2014 (sample)	To be entered upon course completion		CHEM 605 (sample)	<b>Advisor to check one</b>
							<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED
							<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED
							<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED

**GRADUATE PROGRAM ADVISOR APPROVAL**

_____	_____	_____
Name	Signature	Date
_____	_____	
E-mail	Phone No.	
<input type="checkbox"/> <b>If rejected, provide reason:</b> _____		

**Comments:** \_\_\_\_\_

**GRADUATE STUDIES OFFICE APPROVAL**  
(to be signed AFTER successful course completion)

GSO Signature	Date
<b>NJIT COURSE NUMBER</b>	<b>CREDITS</b>

**REGISTRAR OFFICE ACTION**

Registrar Signature	Date
<b>NJIT COURSE NUMBER</b>	<b>CREDITS</b>
<b>Student's Record has been amended</b>	