



Office of Graduate Admissions  
222 West Quad  
718-951-5000 ext. 4536  
[graddocs@brooklyn.cuny.edu](mailto:graddocs@brooklyn.cuny.edu)

## Graduate Transfer Credit Request Form

### Student Instructions

Entering graduate students requesting transfer credits from another college or university must complete this form and attach an official transcript with a photocopy of the course description from the catalog/bulletin. Submit the package to your advisor for approval.

### Advisor Instructions

Please complete section above. Sign below to indicate your approval of the graduate courses to be transferred and the total number of credits per course. Return this form, along with the transcript, to the Office of Graduate Admissions. Please do not use this form for students who have taken these classes while attending Brooklyn College. Undergraduate courses cannot be counted towards the graduate degree or credit count.

### Note:

- You may only transfer courses that have **not** been applied to another degree or graduate certificate.
- Transfer credits are accepted only from accredited colleges and universities.
- Graduate courses must have been completed within five years prior to admission to Brooklyn College.
- Transfer credits are accepted up to a maximum of 40% of the total credits required for the degree program.
- Grades must be grade of B or better (courses taken pass/fail will not be accepted).

### Personal Information

EMPLID # \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YY)

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Program: \_\_\_\_\_ 3 Digit Program Code: \_\_\_\_\_ Admission Semester and Year: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

Email address: \_\_\_\_\_

### Student Section

Department	Course #	Course Title	Credits	Year	Semester	College/University

### Advisor Section

Course Equivalent	Credits

Advisor Use Only	Advisor Signature	Print Name	Department	Total # of Credits	Date
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For Office of Graduate Admissions Use Only	The credits listed above are approved for transfer to the above-named student's Brooklyn College record.	
	Approval Signature	Date