

# TRANSFER OF CREDIT REQUEST FORM

**Instructions:** Please read the Graduate School [Graduate Transfer Credit Policy](#). Graduate School policy allows *up to* 12 credit hours previously earned at another institution be used to satisfy the requirements of a UNF graduate degree. Each program has the discretion to establish their own guidelines and accept less than, but no more than, 12 credits. Only graduate-level courses that are no more than seven years old from a regionally accredited institution or recognized international institution may be accepted as previously earned transfer credits. Only formal graduate coursework hours, but not thesis or research hours, may be used as transfer credits.

**This form is used to:**

- Transfer coursework taken at another institution to your UNF graduate degree.
- Please fill out the required information, ensure your official transcript is on file with the Graduate School, obtain the appropriate signatures and return to the Graduate School.

**Personal information (please print):**

Student N#: \_\_\_\_\_

Full Name: \_\_\_\_\_

**Course information (please print):**

This form will not be processed unless an official transcript of the courses being transferred is on file with the Graduate School. Please list all information for the courses that are to be transferred.

Institution	Semester & Year	Course	Course Title	Grade	Credit Hours

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

----- GRADUATE PROGRAM DIRECTOR -----

\_\_\_\_\_

please print and sign

date

----- GRADUATE SCHOOL -----

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_