

Brandeis University, Office of the University Registrar  
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 (781)736-2018; fax (781) 726-3485

**Form: TC09**

Date \_\_\_\_\_

**Request for Graduate Transfer Credit toward:** \_\_\_\_\_

Master's Degree     PhD Degree

**Instructions:** This form is to be used to petition for courses taken outside of Brandeis University to count toward credit for the Brandeis University degree. The Department will complete and return this form to the Office of the University Registrar for evaluation. Approval will be granted according to the following guidelines:

- An official transcript accompanies this form
- Residency credit will not be granted toward one year master's programs, however transfer credit may be used to fulfill specific degree requirements in these programs
- For two year master's programs, a maximum of one semester of residency may be waived if the equivalent amount of transfer credit is granted. A maximum of one year residency may be granted toward a PhD program.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

sage ID: 2  First Year in this Program: 20  Mail Stop: \_\_\_\_\_

<u>Course to Transfer</u>	<u>Brandeis Equivalencies</u>
Institution: _____ Subject Code: _____ Course Number: _____ Course Title: _____ _____	Equivalent Course: _____ _____ <b>and/or</b> Degree Audit Requirement this course fulfills: _____ _____
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Department Chair/Graduate Advising Head \_\_\_\_\_ Date \_\_\_\_\_

**Registrar's Office Use Only**

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

- Audit Evaluated     Transcript Received     Transfer Credit Posted     Dept. Contacted for Clarification