Brandeis University
Office of the University Registrar, MS 068
Waltham, MA 02453-2728
Email: registrar@brandeis.edu
Phone: (781) 736-2010; Fax: (781) 736-3485

Form: TC09

Date _____

Graduate Transfer Credit Request

Name of your program: _____   ☐ 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: _____

ID: 2 _____   First Year in this Program: 20 _____   Mail Stop: _____

Course to Transfer	**Academic Progress Application (Degree Audit)**
Institution: _____ Subject Code: _____ Course Number: _____ Course Title: _____ Semester/Year: _____	This course is approved to fulfill the following Degree Audit Requirement in the student's Academic Progress in Workday:
Institution: _____ Subject Code: _____ Course Number: _____ Course Title: _____ Semester/Year: _____	This course is approved to fulfill the following Degree Audit Requirement in the student's Academic Progress in Workday:
Institution: _____ Subject Code: _____ Course Number: _____ Course Title: _____ Semester/Year: _____	This course is approved to fulfill the following Degree Audit Requirement in the student's Academic Progress in Workday:

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