

Seton Hall University - Office of Enrollment Services
Application to Study at Another Institution – Credit Transfer Form

Name (Last)		(First)		(Middle)		Student ID #	
Permanent Street Address				City	State		Zip
Local or Residence Hall Address				Res. Box No.	City	State	Zip
School	Major	Expected Graduation Date		Number of transfer credits requested this term _____ Total _____			
				Number of credits taken at SHU this term: _____			
				Note: this may not exceed 12 during summer sessions			

I request permission to take the course(s) specific below at _____ in _____

City, State

During the _____ semester/session 20 _____

Reason for request _____

Other School		Transfer Credit as it will Appear on SHU Record		DO NOT WRITE IN THIS AREA - ENROLLMENT SERVICES				
Course #	CR	SHU Equivalent Sought	Title	ETS School Code	Earned Credits	Begin Date	End Date	Term Applied
				000				
				000				
				000				
				000				

The student is responsible for sending an official transcript of this coursework to Enrollment Services, Seton Hall University, and South Orange, NJ 07079-2689 within 30 days of the completion of studies. Authorization to study at another Institution is not granted until this form is endorsed by Enrollment Services.

University Regulations Regarding Transfer Credit

1. Transfer credit is granted only when the student has secured permission in advance by filling this form with all required signatures.
2. Approval is granted for specific course. The college number, title, and description of course content must be presented in writing when the student seeks approval. Only academic credits earned at accredited college/universities may be transferred. Application to study abroad must be endorsed by the Director of International Programs before their approval.
3. Transfer credit is not awarded for courses similar in content to those already completed.
4. Credits may be transferred only when the grade is C or higher (B or higher, graduate students). Courses with Pass grades are not acceptable in transfer.
5. No transfer credits are permitted within the student's final 30 credits (Undergraduate students only).
6. If a course to be transferred is outside the student's major, the chair of the SHU equivalent department must approve the permit by signing on blocks 4, 7, 10, 11, and / or 12 below.
7. Grades for transferred course are not recorded on the students SHU record, and they are not computed in the student's grade point average.
8. Individual colleges may apply additional regulations and restrictions regarding transfer credit. The student must comply with these rules.
9. Students studying outside the U.S. must have this form signed by the Director of International Programs before registering for the study abroad courses.
10. Students studying outside the U.S. must register for the Study Abroad Course at Seton Hall University before exiting the United States.

Student 1	Date	Academic Advisor 2	Date	Student's Chair 3	Date
Course Equivalent Chair (Req'd if outside your major) 4	Date	Dean of Student's College 5	Date	Director of International Programs 6	Date
Course Equivalent Chair (Req'd if outside your major) 7	Date	Received by Enrollment Services 8	Date	Approved by Enrollment Services 9	Date
Course Equivalent Chair (Req'd if outside your major) 10	Date	Course Equivalent Chair (Req'd if outside your major) 11	Date	Course Equivalent Chair (Req'd if outside your major) 12	Date

Once Completed: White-Enrollment Services Green-Dean's Office Yellow-Major Department Chair Pink-Student Gold - Office of International Programs