

**THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
Application To Take Course(s) At Another Institution
And Transfer The Credits**

Students wishing to take courses outside Montclair State University must complete this form *before enrolling in the course*. A maximum of six credit hours may be transferred in from another institution. Please type or print clearly.

Name _____ Date of Request _____
 Address _____ Social Security No: _____ - _____ - _____
 _____ Expected Graduation Date _____

Please list below the course(s) requested to be taken for transfer credit from outside Montclair State University:

1. _____ For _____
 Semester to be taken Course Number Credits

 College/University

_____ Course Title

2. _____ For _____
 Semester to be taken Course Number Credits

 College/University

_____ Course Title

Please list below the courses that currently appear on your work program:

1. _____
 Full Course Number Credits

 Course Title

2. _____
 Full Course Number Credits

 Course Title

Justification for transfer: _____

Credit approved for transfer will not be posted to the student's MSU record until an official transcript has been sent to The Graduate School, Montclair State University, Upper Montclair, NJ 07043. The transcript *must* clearly state that the credit is *graduate credit*. For transfer credit, grades earned must be "B" or better.

Graduate Adviser's Approval _____ Date _____

For The Graduate School and Office of the Registrar Use Only:

Request APPROVED (TGS) _____ Date _____ Request DENIED _____ Date _____

Transfer APPROVED (RO) _____ Date _____ Transfer DENIED _____ Date _____

Distribution: The Graduate School, Student, Program Coordinator