

USE SOE TRANSFER FORM TO
TRANSFER MATH, SCIENCE
TIS OR FUNDAMENTALS

Departmental/Program*
PETITION
TRANSFER CREDIT

PRE-APPROVAL

***Use this form to transfer credit for Depth (core) courses for your major**
→**Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements.** For SU Registrar policies, forms, and procedures, see
<http://www.stanford.edu/dept/registrar/academic/transfer.html>.

- 1 Complete this form, outlining your request and which Stanford course is considered equivalent. This form can also be found as a pdf file on the web at: <http://ughb.stanford.edu>.
- 2 Attach your completed (ink only), up-to-date *original* Program Sheet. The transfer course should be listed on your program sheet first by its equivalent Stanford course number and title, followed by the course number at the other school, followed by a check mark in the Transfer column.
- 3 Attach a catalog description of the course(s) from the other institution.
- 4 Attach a copy of your unofficial (from Axess) Stanford transcript
- 5 Take petition documents to your department's student services office
- 6 Ask staff at the Student Services Center, <http://www.stanford.edu/group/studentservicescenter/> or 2nd floor Tresidder Union, to forward a copy of your transfer transcript to your department once you have completed the course.

Your advisor or your program's student services office will inform you of the outcome of your petition.

ID #: _____

Name: _____ Address: _____

Signature: _____ Phone: _____ Email: _____

Date: _____ Expected Major: _____ Expected Date of Graduation: _____

Name of Transfer Institution(s): _____

Department, number, and title of transfer course(s):

Dept, number, and title of Stanford course(s):

Why did you take, or why would you like to take, these courses at another institution?

Action: Denied

Pre-Approval Granted

Final Granted

Signature: _____ Date: _____

Signature: _____ Date: _____