

TRANSCRIPT:

AWAITING

DATE REC'D: \_\_\_\_\_

Entered in Database

School of Engineering\*

PETITION

TRANSFER CREDIT

PRE-APPROVAL

UNDECLARED

SUMMER SESSION  
GRANT APPLICANT

\*Use this form to transfer credit for Math, Science, TIS, and Fundamentals courses  
→Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements. For 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 Darlene Lazar in 201 Terman
6. Ask staff at the Student Services Center, <http://www.stanford.edu/group/studentservicescenter/> or 2<sup>nd</sup> floor Tresidder Union, to forward a copy of your transfer transcript to Darlene Lazar once you have completed the course. Upon approval of your request, the Dean's Office will notify you via email. Original documents will be forwarded to your department and placed in your academic file. *Rev 8/2009*

SUID #: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Name of Transfer Institution(s): \_\_\_\_\_ Date: \_\_\_\_\_

*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? (Please be brief: your explanation must fit into this space)

Action:  Denied

Pre-Approval Granted

Final Granted

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_