

TRANSCRIPT:

AWAITING

DATE REC'D: _____

Entered in Database

School of Engineering

PETITION

TRANSFER CREDIT

PRE-APPROVAL

UNDECLARED

SUMMER SESSION

GRANT APPLICANT

Transfer credit must first be accepted by the University before you may petition to use it for Engineering requirements. For policies and procedures, see <http://www.stanford.edu/dept/registrar/academic/transfer.html>.

Transfer credit(s) in the areas of:

1. **Math, Science, Technology in Society, and Fundamentals** courses require approval by the SoE Dean's Office. Requests should be turned in to Darlene Lazar in Terman 201.
2. **Depth** courses require approval by your department or program. Please use the Department/Program Transfer Credit Petition form and ask your advisor for details on deadlines and procedures.

To evaluate transfer credit(s) or for pre-approval, your advisor or the Dean's Office must be supplied with the following:

1. This form, outlining your request and which Stanford course(s) are considered equivalent. This form can also be found on the web at: <http://ughb.stanford.edu>.
2. A completed up-to-date *original* Program Sheet. (*Forms completed in pencil will not be accepted.*) The 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. A catalog description of the course(s) from the other institution. Also, contact Peter Huang <peter.huang@stanford.edu> in the Registrar's Transfer Credit Evaluation Office, 630 Serra, and ask him to forward a copy of your transcript to Darlene Lazar.
4. An unofficial Stanford transcript from Axess

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.

Revised 8/2007

SUID #: _____

Name: _____ Email: _____

Signature: _____ Phone: _____

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

Action: Denied

Pre-Approval Granted Signature: _____ Date: _____

Final Granted Signature: _____ Date: _____