

Millersville University
Office of Graduate Studies and Research

Request for Transcript Review
of Graduate Work Completed at Another Institution
Prior to Millersville University Admission

This form is to be used by graduate students seeking transfer credits for graduate work completed at another institution prior to admission to Millersville University. **Courses for which transfer credit is sought may not be more than five (5) years old prior to admission to Millersville University. No more than nine (9) credits may be transferred into a program.** The form must be completed prior to the planning of a program of graduate degree studies by the student and his/her adviser.

_____ Student's Name _____ Student I.D. Number

_____ Address _____ City _____ State _____ Zip

I completed the following course(s) at the institution(s) indicated and am requesting that this course(s) be considered for transfer to my degree program at M.U. **A catalog description of the course(s) listed below is attached to this request. I have requested an official copy of the transcript(s) to be sent directly to M.U.'s Office of Graduate Studies.**

To be completed by student					To be completed by adviser
Institution	Course No. & Title	Term/Yr	Credits	Grade	M.U. Equivalent/Elective

I have reviewed this student's relevant transcript(s) of the work indicated above and recommend the transfer of ____ credits to the degree program. I have noted the M.U. course equivalent by course number, or elective where appropriate.

_____ Adviser's Signature _____ Date

I concur with this recommendation for the transfer of _____ credits as indicated above.

_____ Graduate Program Coordinator's Signature _____ Date

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The transfer of credits is Approved Not Approved.

_____ Graduate Dean's Signature _____ Date