



## Undergraduate Transfer Credit Request (TCR)

TCR form is valid for one year.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Current Degree      BA              BS              BFA              Certificate      Catalog Year \_\_\_\_\_

Current Major(s) \_\_\_\_\_ Option(s) \_\_\_\_\_

Current Minor(s) \_\_\_\_\_ Certificate(s) \_\_\_\_\_

Before proceeding, read the [transfer policies](#) and search for your course in PSU's [Transfer Credit Database](#).

Is your TR course listed in PSU's Transfer Credit Database?    Yes      No (submit course description or syllabus with TCR)

TR Institution \_\_\_\_\_ TR Institution Address (City, State, Country) \_\_\_\_\_

TR Course Title \_\_\_\_\_ TR Course Number \_\_\_\_\_ # Credits \_\_\_\_\_

Term when course was taken:    Fall      Winter      Spring      Summer      Year \_\_\_\_\_

**STUDENT:** (required) after you have read the transfer policies linked above, sign/date below to acknowledge your responsibilities

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADVISOR:** (Strongly recommended) please provide physical or digital signature

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**STOP** – Sections below are for PSU Faculty and Registrar's Staff Use Only

Course Equivalency \_\_\_\_\_ Student Application (if different) \_\_\_\_\_ Evaluator/Discipline Designee    sign/date \_\_\_\_\_

Gen Ed    Yes    No      Comments \_\_\_\_\_

RO Signature/Date \_\_\_\_\_ Decision    Approved    Denied

Actual credit equivalency awarded is subject to change per verification of TR course info as posted on official TR institution transcript.

Please return this form to the registrar's office in Spere via the methods noted below.

Processed by: _____	Date _____	8/2018
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