Utah State University Registrar's Office

1600 Old Main Hill ∗ Logan, UT 84321

Phone: 435-797-1116∗Fax 435-797-1110

Email: registrar@usu.edu

Web: http://usu.edu/registrar/

TRANSFER CREDIT RECOMMENDATION FORM

This form is intended for students who have been formally admitted to Utah State University. Students who have not been admitted should contact the Admission's Office.

Student Instructions:

- A separate form should be used for each subject and each transfer institution.
- Complete the top portion of this form to request that your transfer work be evaluated for possible acceptance at Utah State University.
- Attach the course description for each class being evaluated (additional materials may be requested such course syllabi, transcript and/or catalog information).
- Use a separate form for each transfer institution.

NOTE: This evaluation is valid for your current major or degree program. If you change your major or pursue a different degree, credit is subject to reevaluation and may or may not be accepted.

Name: _____ A#: _____

Email: _____ Phone: _____

Transfer Institution: _____ Advisor: _____

Student Signature: _____ Date: _____

Advisor Instructions:

- Advise the student about their transfer work.
- Sign and date the form.
- Send to Academic Department Articulation Representative.

Academic Department (Articulation Rep) Instructions:

- Evaluate the transfer credit for the above student for possible acceptance at USU.
- Please contact the student if more information is needed to make a decision at the above email and/or phone number.
- Sign and send the completed evaluation form to the Articulation Office (UMC 1600).

It is recommended that the following action be taken:

☐ No credit given; please explain:_____

☐ Add the following transfer courses, with grades, to student's USU transcript:

Transfer Course	Course Title	Semester	Credit	Grade	USU Equivalent Course

_____ _____

Academic Department (Articulation Rep) Date Advisor Date

FOR OFFICE USE ONLY

Date Received:_____ ☐ Record Adjusted ☐ Emailed Student Processed By:_____

Updated 12-5-13