

**San José State University
Graduate Admissions and
Program Evaluations**

**Request for
Validation of
Transfer Credit**



**Instructions for Student and Graduate
Advisor**

1. A separate form must be filled out for each transfer course.
2. An official sealed transcript must be submitted with this form for evaluation.
3. A copy of the course description should be attached so the graduate advisor may make an adequate decision.
4. Student and graduate advisor signatures are required before turning this form in.
5. Do not use this form if you want to transfer SJSU courses taken as an undergraduate to your graduate career.
6. Graduate advisor: Please enter an SJSU course that is equivalent for the requested transfer course.

Student Information

Last Name

First Name, M. I.

Student ID Number (**Required**)

Email Address

Today's Date	UG Degree Earned: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> Other
Graduate Major	Institution:
Graduate Advisor (Print):	Date of Degree:

I request evaluation of the following "transfer resident" course

Institution	Units
Department and Course Number	Grade
Course Title	Date Completed
Undergraduate Course <input type="checkbox"/>	Graduate Course <input type="checkbox"/>

Student Signature

To be completed by the graduate advisor only

The requested course above is equivalent to the following SJSU course:

Department and Course Number

Course Title

Graduate Advisor Signature

For Office Use Only – Do Not Write Below This Line

Approved as graduate credit equivalent to:

_____ Upper Division _____ Graduate Credit _____ Semester/Year Completed

_____ Grade _____ Semester Units Equivalent

Upper division course: No indication that course can be used for graduate credit - Not Validated

No graduate credit because: _____

Reviewed by

Date