

**APPLICATION FOR TRANSFER OF GRADUATE CREDIT TO WEST VIRGINIA UNIVERSITY**

Credit earned at other institutions of higher education can only be applied toward graduate degrees at WVU if the institution is accredited at the graduate level. The maximum transfer credit permitted is 12 semester hours. The student is responsible for having an official transcript sent to the Office of the University Registrar. Please attach a copy of your transcript to this form.

**TO BE COMPLETED BY THE STUDENT (If bringing credit from more than one institution, fill out a separate form for each)**

Student Name: \_\_\_\_\_ WVUID#: \_\_\_\_\_

Name of Transfer Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

**COURSE(S) TO BE TRANSFERRED**

Department & Course #	Course Title	Credit Hours	Equivalent WVU Courses (Subject Code & Course #)	Semester & Year Completed

As the Chair or designate of this student's graduate program, I approve the use of the above course(s) to fulfill requirements for a graduate degree.

**To be completed by School/Dept:**
**To Be Completed By HSCGP Office:**

\_\_\_\_\_  
 (Signature of Chair/Designee)                      (Date)

Approved                       Rejected

\_\_\_\_\_  
 (Type or Print Name)

\_\_\_\_\_  
 (Signature of HSCGP Designee)                      (Date)

\_\_\_\_\_  
 (School/Department)

***Note:** Once committee and/or program director signatures (if applicable) have been obtained, please make one copy of this form for the student's personal records and one copy for the program director prior to submitting to the Office of Research and Graduate Education. A final copy will be placed in the student's file in their graduate program's office and in the Office of Research and Graduate Education once all signatures have been obtained.*

<b>Office Use Only</b>		
Date received _____; Initials _____	Entered in database <input type="checkbox"/> ; Date _____	Uploaded to SOLE <input type="checkbox"/> ; Date _____