Registrar's Office

Request for Additional Credit for Subject(s) Completed at Outside Institution

MIT ID: _____ Email: _____

Name: _____ _____ _____ Course: _____ Date: _____
first middle last/family department

Term address: _____ _____ _____ _____
street city state or province postal code

1. You must arrange to have official transcript(s) sent directly to the MIT Registrar's Office showing work and final grade(s) completed at the outside institution(s). You may obtain a copy of the transcript from the MIT Registrar's Office to show the MIT examiner(s).

2. On this form, obtain signature of the appropriate transfer credit examiner for which credit is requested. A subject used to fulfill a requirement for a degree awarded at another institution will not be accepted for credit at MIT.

3. Return your signed form to records@mit.edu. Those requesting transfer credit for a HASS or CI subject should include the appropriate petitions and/or approval signatures from the SHASS Dean's Office, SHR, or SOCR, and email hassreq@mit.edu or commreq@mit.edu with questions.

4. Additional credit will be processed only when both your transcript(s) and completed form have been received by the Registrar's Office. The credit will appear on your next end-of-term grade report.

Student should supply the following information, in full, on all subjects for which credit is requested.						Hours per week				Transfer credit examiner			Reg. use only	
College or university	Subject number	Subject name	Date subject completed	Principal textbooks used, including chapters covered	Total number of weeks taken	Lectures	Recitations	Laboratory, field work, or design	Grade	Equivalent MIT subject number	Signature of transfer credit examiner	Date of signature	CI/ HASS Y	CI/ HASS N

SHASS Dean's Office
approval for HASS transfer credit _____ _____ _____
subject/CI category signature date

SHR approval
for HASS transfer credit _____ _____ _____
subject/CI category signature date

SOCR approval
for CI transfer credit _____ _____ _____
subject/CI category signature date