# UNDERGRADUATE POST MATRICULATION TRANSFER CREDIT FORM

Student Name: ___________________________  Student ID#: ___________________________
Student Major: ___________________________  Student Email: ___________________________
Student Minor: ___________________________  Have you applied to graduate this term?

- [ ] Yes    or    [ ] No

If you have studied or plan to study abroad through another institution, please contact our Office of International Education in the Science Library, room G40.

<table>
<thead>
<tr>
<th>Course catalog subject and # at Transfer School</th>
<th>Title of course at Transfer School</th>
<th>Transfer School Name</th>
<th>Term</th>
<th>UAAlbany equivalent</th>
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</thead>
<tbody>
<tr>
<td>Example: PSYC 2600</td>
<td>Intro to Social Psychology</td>
<td>University of Virginia</td>
<td>Summer 2013</td>
<td>APSY 270 or Psychology Minor Requirements—“Select 6 credits”</td>
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Date: ______________________

Authorized Department Signature: ___________________________  Department: ___________________________
Printed Name: ___________________________  Department Phone #: ___________________________

**Note to Departments and Students**

1. There is a limit of 90 transfer credits.
2. If you repeat a course, you will only receive credit once.
3. You must receive a grade of C- or better.
4. Transfer courses do not meet residency requirements.
Is the course in the Transfer Equivalency Databank?
https://eapps.albany.edu/tas/

- **YES**
  - The course will transfer as indicated in the Transfer Equivalency Databank and this form is not needed.

- **NO**
  - Are you trying to get the course to transfer into your major/minor or fulfill a General Education Requirement?
    - **NO**
      - Bring this form and the course syllabus to the Registrar’s Office
    - **YES**
      - Bring this form and the course syllabus to your department for evaluation. After this form is complete, bring it to the Registrar’s Office

Once the course is completed, please send an Official Transcript with your final grade(s) to be evaluated to:
Registrar’s Office, University at Albany, Campus Center B-52, 1400 Washington Avenue, Albany, NY 12222