

Office of the Registrar  
 CC B52  
 1400 Washington Avenue  
 Albany, NY 12222



# UNIVERSITY AT ALBANY

State University of New York

518-442-5540 (phone)  
 518-442-5532 (fax)

[www.albany.edu/registrar](http://www.albany.edu/registrar)  
[DegreeServices@albany.edu](mailto:DegreeServices@albany.edu)

## 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

### 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.

*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.*

Course catalog subject and # at Transfer School:	Title of course at Transfer School	Transfer School Name	Term	UAlbany equivalent Catalog # or Requirement to be used for: (for department use only)
<b>Example:</b> PSYC 2600	Intro to Social Psychology	University of Virginia	Summer 2013	APSY 270 or Psychology Minor Requirements-“Select 6 credits”

Date: \_\_\_\_\_

Authorized Department Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department Phone #: \_\_\_\_\_

**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***