



Graduate Transfer Credit Request

Form is needed if you wish to have prior *graduate* course work evaluated for transfer credit. The form is not needed for bachelor's degrees; all undergraduate official transcripts are evaluated for transfer credit.

Documents Required for Evaluation

- **Official transcript(s)**
- **This form**
- **Course description(s) or syllabi** — Photocopies must clearly show the college's name. Write your name and date of birth on each page. (Please note: Additional documentation may be required at the discretion of the College.)

Last name _____ First name _____ Middle name _____

Student ID# (if known yet) _____

Date _____

Desired entry date/term _____

Write full title of your program/concentration

Master of Education

Master of Management

Certificate of Advanced Graduate Studies

Doctor of Education

Graduate applicants: List courses you would like to transfer.

Institution	Course #	Course Title	Credits	Grade	Cambridge College Course Number & Title

About Transferring Credits

WHAT YOU NEED TO DO — Go to www.cambridgecollege.edu/admissions/transferring-credits.

Criteria for GRADUATE transfer credit — Go to www.cambridgecollege.edu/transferring-credits-graduate-programs.

I am aware that

- I must have my official transcripts sent to Cambridge College. Only official transcripts are evaluated for transfer credit.
- All credits are subject to review and approval by the Transfer Credit Office and the academic dean and/or program chair.
- I should not register for any required course that I hope to fulfill with a transfer course, until I receive my transfer credit evaluation.
- If my credits are deemed unacceptable or insufficient for any reason, I will be required to earn those credits at Cambridge College.

Signature _____

Date _____

Please send form and supporting documentation to:

**Cambridge College
Transfer Credit Office
1000 Massachusetts Avenue
Cambridge, MA 021438**