

## TRANSFER CREDITS FROM GRADUATE TO UNDERGRADUATE CAREER LEVELS

Use this form to transfer University of Minnesota coursework from graduate to undergraduate career levels.

Requirements for transferring credits to another career level:

- Credits may not be used twice (i.e. no double counting)
- Classes must be completed and graded
- Student must already be admitted in the target career

### DIRECTIONS

The undergraduate advisor must approve that the credits to be transferred are eligible to be used toward an undergraduate degree.

Note: The individual classes you request to transfer will not be moved. The credits will appear under "Transfer Credits" on the target level transcript.

### Where to return the form

**Drop off in person:**  
 Graduate Student Services and Progress  
 333 Bruininks Hall  
 222 Pleasant St SE  
 Minneapolis, MN 55455

### Scan and email:

gssp@umn.edu

### Questions?

Phone: 612-625-3490  
 TTY (hearing-impaired): 612-626-0701

Part 1. Student information			
Name (last, first, middle)	University ID	University email address	
Part 2: List graduate course credits to transfer to undergraduate career			
Course (subject, number, section)	Credits	Grade earned	Term/year completed
Course (subject, number, section)	Credits	Grade earned	Term/year completed
Course (subject, number, section)	Credits	Grade earned	Term/year completed
Course (subject, number, section)	Credits	Grade earned	Term/year completed
Course (subject, number, section)	Credits	Grade earned	Term/year completed
Part 3. Undergraduate advisor signature			
<input type="checkbox"/> I certify that the above courses are eligible to be used towards an undergraduate degree.			
Advisor name		Advisor signature	
Part 4. Graduate advisor signature			
<input type="checkbox"/> I certify that the above courses were not applied or used for graduate degree requirements.			
Advisor name		Advisor signature	

