

TRANSFER CREDITS FROM UNDERGRADUATE TO GRADUATE CAREER

Use this form to transfer University of Minnesota coursework between the undergraduate and graduate career levels. Requirements for transferring credits to another career level:

- Credits may not be used twice (i.e. no double counting)
- Undergraduate degree must be awarded before starting another degree
- Classes must be completed and graded
- Student must already be admitted and active in the target career

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

DIRECTIONS

- Each class must be verified by the instructor of the coursework in which the work was completed at the graduate level.*
- The undergraduate advisor must verify that the credits to be transferred were not used towards the completion of an undergraduate degree.
- The graduate advisor must verify that the credits to be transferred are eligible to be used toward a graduate degree.

*Regents-approved, integrated bachelor/master's programs are not required to get instructor signatures.

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

Part 1. Student information				
Name (last, first, middle)		University ID	University email address	
Part 2: List undergraduate courses to transfer to graduate career				
COURSE	Course (subject, number, section)	Credits	Grade earned	Term/year completed
	INSTRUCTOR ONLY: Did the student complete graduate-level work for the course listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No To your knowledge, is the information listed for this course is correct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Instructor name		Instructor signature	
COURSE	Course (subject, number, section)	Credits	Grade earned	Term/year completed
	INSTRUCTOR ONLY: Did the student complete graduate-level work for the course listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No To your knowledge, is the information listed for this course is correct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Instructor name		Instructor signature	
COURSE	Course (subject, number, section)	Credits	Grade earned	Term/year completed
	INSTRUCTOR ONLY: Did the student complete graduate-level work for the course listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No To your knowledge, is the information listed for this course is correct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Instructor name		Instructor signature	



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Part 2 continued				
COURSE	Course (subject, number, section)	Credits	Grade earned	Term/year completed
	INSTRUCTOR ONLY: Did the student complete graduate-level work for the course listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No To your knowledge, is the information listed for this course is correct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Instructor name	Instructor signature		
COURSE	Course (subject, number, section)	Credits	Grade earned	Term/year completed
	INSTRUCTOR ONLY: Did the student complete graduate-level work for the course listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No To your knowledge, is the information listed for this course is correct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Instructor name	Instructor signature		
COURSE	Course (subject, number, section)	Credits	Grade earned	Term/year completed
	INSTRUCTOR ONLY: Did the student complete graduate-level work for the course listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No To your knowledge, is the information listed for this course is correct? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Instructor name	Instructor signature		
Part 3: Undergraduate advisor signature				
<input type="checkbox"/> I certify that the above courses were not applied or used for undergraduate degree requirements.				
Advisor name		Advisor signature		
Part 4: Graduate advisor signature				
<input type="checkbox"/> I certify that the above courses are eligible to be applied towards a graduate degree.				
Advisor name		Advisor signature		

