Massachusetts Institute Of Technology
REQUEST FOR ADDITIONAL CREDIT for Incoming Students
Based on Courses Completed at Another College or University

**Submit Form
by Email**

MIT ID		Date		Freshman		Transfer Student
Family Name		Given Name		Initial	MIT Email Address	

1. You must arrange to have an official transcript sent directly to UAAP showing work and final grades completed at another college or university. You may obtain a copy of this transcript from UAAP to show the MIT Transfer Credit Examiner.

2. In the grid below, enter information for each subject for which you are seeking credit. Leave the last five cells in each line blank. Bring this form and supporting materials to the Transfer Credit Examiner of the MIT Department in which subjects similar to yours are taught.

3. Return the signed form to UAAP, 7-104, unless you are requesting transfer credit for a CI or HASS subject.In this case take the form first to the SHASS Academic Administrator, 4-240, and then to the Advisor for the Communication and HASS Requirements, 5-133. See signature lines below. Once you have obtained these approvals, return the signed form to UAAP.

4. UAAP will relay your original transcript and signed Additional Credit form to the Registrar, where staff will apply the credit to your record. It will appear in WebSIS on the Grade Report screen.

Student: Describe each course separately, one per line.   **For Transfer Credit Examiner only.**

College or University	Course Number	Course Name	Date Course Completed	Principal Textbooks including Chapters Covered	Total Number of Weeks Taken	Lectures per week	Recitations per week	Laboratory, Field Work, or Design	Grade	Corresponding MIT Subject Number or Units of Credit	Signature	Date of Signature	Reg. Ofc. Only CI/HASS Y	N

SHASS Dean's Office
approval for HASS transfer credit _____

Subject / POŒÙÙ Category   Signature   Date

SHR approval
For HASS transfer credit _____

Subject / POŒÙÙ Category   Signature   Date