



PennState

Undergraduate Admissions

Current Penn State students planning to study abroad
(not through Penn State's Office of Global Programs)

Student's must complete steps 1 and 2. Course syllabi are required at the time of review. Please attach syllabi (up to 6) to this form.

It can take up to two weeks from the date a syllabus is received to the time you are notified via your PSU email about how the course will transfer to Penn State. Students are encouraged to meet with an academic adviser before enrolling in courses to determine how transfer credits may apply to their Penn State degree. *Please keep a copy of completed form for discussion with your academic adviser and records.* Evaluations will remain in-effect for one year after the time of review.

Step 1: Transfer Course Request: To be completed by student

Last Name : _____ First Name _____ Middle Initial _____ PSU ID: _____			
PSU Email: _____			
Current PSU Campus: _____ PSU College/Major: _____			
Study Abroad Program (If Applicable) _____ <small>Example: CEA, CIEE, outside university program</small>			
Institution _____ <small>University/School of Record Issuing Official Transcript</small>		Term: _____ <small>Spring, Summer, Fall</small>	Year of Attendance: _____ <small>(2020)</small>
City _____ Country _____		Dates of Attendance: _____ to _____	

Step 2: Transfer Course List: To be completed by student. Please attach a syllabus for each course.

Note: Undergraduate Admissions will review up to 6 syllabi per request.

Completed by Student: List courses you plan to study at another institution.					Completed by Undergraduate Admissions	
Course/Department	Course Number	Course Title	Number	Credit Type	Penn State Evaluation	Semester Credits*

Step 3: Transfer Course Approval: Completed by Undergraduate Admissions

Comments:	External Organization ID: _____
Evaluator Signature: _____ Evaluator ID: _____ Date: _____	

*Courses at Penn State carry semester hours of credit. Courses evaluated for transfer from colleges and universities with different credit systems (quarter hours, units) are converted to semester hours when posted to a students record.

Undergraduate Admissions recommends that a student discuss all potential transfer coursework with their academic adviser prior to enrolling in a class at another institution to determine how that class will fit into their Penn State degree plan or have a walk-in appointment with an admissions counselor Monday through Friday 8:30 a.m.-4:30 p.m. at 201 Shields Building.

Coursework from another institution will be added to a student's Penn State record if the following conditions are met:

- Credit will not be awarded for a course which lacks grade or quality points, even if the grade earned is equivalent to a C (2.0) grade or better.
- An official college transcript and line-by-line English translation (if applicable) must be received by the Undergraduate Admissions Office, The Pennsylvania State University, 201 Shields Building, University Park, PA 16802-1294 when the coursework is completed.
- The student must be a degree candidate in order to have appropriate coursework added to their Penn State record.
- Credits may be earned from institutions outside the United States if the institution is a recognized part of the system of higher education of another country and offers programs of study equivalent to baccalaureate degree programs at Penn State.
- **Summer Courses in China:** Courses taken in programs in China that are not part of the regular degree-granting curriculum will not be considered for transfer credit.

Additional Information:

- If a course transfers as general (XFRGEN) credits, the dean or academic department representative, as appropriate, determines whether and how the credits will apply toward meeting undergraduate requirements. Students are encouraged to meet with their academic adviser to discuss how transfer credits may apply to their Penn State Degree.
- Only credits transfer to Penn State. The grade earned for a transfer course will not appear on a student's Penn State transcript nor be calculated into a student's Penn State grade point average.
- **A \$25 transcript processing fee will be assessed on your next Student Account Statement** issued by the Office of the Bursar. Student Account Statements are generated on the first of every month. If you have questions about paying your statement, please visit bursar.psu.edu.
- Please be advised that a student's tuition will increase when the Penn State transcript reflects 59.1 cumulative credits. If the credits you are transferring or have transferred place you above 59.1 cumulative credits after the start of the semester, your tuition will increase immediately. You will receive a bill for the additional tuition on the first day of the following month. For more information, please visit bursar.psu.edu.

NOTICE: The University may make changes in its policies, procedures, and educational offerings at any time.

I have reviewed the scheduled course(s) listed on the front of this form and understand transferable courses approved by Undergraduate Admissions will be added to my Penn State transcript if the above conditions are met.

Student Signature: _____ Date: _____

Undergraduate Admissions
The Pennsylvania State University
201 Shields Building

Phone: 814-865-5471
Fax: 814-863-7590
Email: preapproval@psu.edu

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