

**APPLICATION TO TAKE COURSES FOR TRANSFER CREDIT**  
*Only fully completed forms will be processed*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Hampton University ID Number & Email

\_\_\_\_\_  
Current address (street, city, state and zip code) AND University email address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Major field (and concentration, if any)

\_\_\_\_\_  
Catalog Year (Year of acceptance)

M.B.A.  M.A.  M.S.  M.T.  Ed.S.  D.P.T.  Ph.D.

Degree

I wish to apply for permission to enroll in the following course(s) at:

\_\_\_\_\_  
Name of University

\_\_\_\_\_  
University Address

Fall  Spring  Summer   
Semester of which course will be taken

\_\_\_\_\_  
Year

Course at other institution (course to be transferred)		
Course Code/Number	Course Title	Credits

Hampton University Equivalent Course	
Course Code/Number	Credits

A course description (a catalog copy) from the transferring institution must be submitted with this application.

No online courses from outside institutions will be approved as transfer credit.

If the requested transfer course from an outside institution is being offered at Hampton University during the requested term, then it must be approved by the Assistant Provost.

Only graduate level courses with a grade of "B" or better will be accepted for transfer credit.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's/Program Coordinator's Signature

\_\_\_\_\_  
Date

*For Official Use Only*

Approved  Denied

\_\_\_\_\_  
Graduate College Dean's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Required Supplemental Information must be included with this form. Please confirm that you have included the following information with this form**

*(Please check, if completed)*

I have attached the Hampton University course descriptions from the academic catalog. YES [  ]

I have attached the transfer institutions' course descriptions from their catalog. YES [  ]

I have attached the transfer institutions' accreditation information. YES [  ]

\_\_\_\_\_

Student's signature

\_\_\_\_\_

Date