

# TRANSFER CREDIT FORM

PLEASE MAKE AND RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS!

To be used by student advisors in communicating with the U of N Provost Office.  
 The following information is needed for the approval of transfer credit from another institution:

1. A copy of the original transcript must be attached to this form.
2. This form and the original transcript needs to be sent for evaluation to the International Dean of the College/Faculty of the degree programme in which the student is enrolled.
3. Upon evaluation, the International Dean sends this form and the original Transcript to the UofN Degree Student Administrator at: Highfield Oval, Harpenden, Herts, AL5 4BX, England. E-mail address: [degreestudentadmin@uofn.edu](mailto:degreestudentadmin@uofn.edu)
4. The UofN Degree Student Administrator will store the Transfer Credit Transcript permanently.

Student's Legal Name: Last/Family \_\_\_\_\_ First/Given \_\_\_\_\_ Middle \_\_\_\_\_ Any other name used (Family Name before marriage etc.) \_\_\_\_\_

Student Advisor's Name \_\_\_\_\_ College/Faculty \_\_\_\_\_ Degree \_\_\_\_\_ Degree Programme \_\_\_\_\_

Name of Institution that issued transcript: \_\_\_\_\_  
 Address of Institution: \_\_\_\_\_

City and Postal Code: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Years attended Institution: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

COURSE NUMBER	NAME OF COURSE TO BE CREDITED TOWARD U of N COURSE	CREDIT	RELATED TO U of N COURSE #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____

College/Faculty approval for Transfer Credit: \_\_\_\_\_  
Signature Date: day/month/year

Provost Office approval of Transcript: \_\_\_\_\_  
Signature Date: day/month/year

*NOTE: Credit can be approved that is not used for the declared degree of your College/Faculty.*