



**REQUEST FOR EXTERNAL GRADUATE TRANSFER CREDIT (EGTC form)**

**POLICIES:**

U.S. schools must be regionally accredited or have other accreditation pre-approved by the Graduate College.  
Credits from institutions outside the U.S. are generally not transferable to a UD graduate degree unless pre-approved by the Graduate College.  
Courses must be taken while in a degree program at the other school (not via "continuing education" or "non-degree" status).  
Official transcript must be sent directly from the other school to UD.

Grade must be "B" or higher (no Pass/Fail grades accepted).  
Taken no more than 5 years ago.  
Credits used to complete other degrees are not transferable.  
Max of 9 cr. may be transferred to a UD graduate degree.  
Credits - but not grades nor quality points - will transfer.

**Full policy information & instructions:**  
[udel.edu/academics/registrar/students/transfer-credit/how-to](http://udel.edu/academics/registrar/students/transfer-credit/how-to)

**INSTRUCTIONS - This is a fillable PDF. Please type all information.**

Student:	Request an official transcript sent directly from the school to UD Graduate Admissions (see instructions on the web page noted above). Complete Section 1 and 2 of this EGTC form. Save the PDF. From your udel.edu address, email the completed EGTC to your Graduate Program Coordinator for review/approval. In the subject of your email, include your full name, UDID, and "External Graduate Transfer Credit". Take a screenshot of your unofficial transcript or student record from the other school showing the courses, credits and grades earned. Attach this to the email with your EGTC. The department will review the screenshot when approving your EGTC. If you completed a prior degree at the institution: request a letter or email from the school's Registrar's Office confirming that none of the transferable courses fulfilled requirements for the prior degree (undergraduate or graduate). Ask that this be sent directly to your Graduate Program Coordinator.
Graduate Program Coordinator	Review Section 1, 2, and attachments. Confirm courses taken, grade earned is "B" or higher (on screenshot), and that the courses requested to transfer meet UD policies. Confirm that courses were not used toward a prior degree (letter sent from the other school, if needed). Request additional information from the student if needed. Forward the student's email (including PDFs/screenshot as applicable) to your Chair, confirming "I approve this request." This email thread, sent from your udel.edu address, serves in lieu of your signature.
Department Chair	Review Section 1, 2, attachments, and any notes provided by the Graduate Program Coordinator. Forward the full email thread (including attachments) to the Graduate College, gradstudentforms@udel.edu, confirming "I approve this request." This email thread, sent from your udel.edu address, is in lieu of your signature.

**SECTION 1: STUDENT, PROGRAM & COLLEGE INFORMATION**

Student Name	Student UDID	Student UD Email
Title of UD Graduate Program		Student Telephone Number
College for this Graduate Program	Term Admitted to Program	Expected Graduation Term (EGT)
Graduate Program Coordinator Name & Email		Department Chair Name & Email

**SECTION 2: EXTERNAL COURSES REQUESTED TO TRANSFER**

EXTERNAL INSTITUTION INFORMATION (School Name, City, State, Country)					
					Term(s) of Attendance (ex. Fall 2024)
EXTERNAL COURSE(S)			UNIVERSITY OF DELAWARE EQUIVALENT COURSE(S)		
Course # (ex. EG3000)	Course Title	Credits	Course # (ex. ENGL600)	Course Title	Credits