

## Coursework at Another Institution Request

Current undergraduate students in good academic standing may request to take coursework at another institution. Please have the chairperson scan and email the completed, signed form to [transfer@kean.edu](mailto:transfer@kean.edu) with the student's ID number in the subject line. You may keep this form as a receipt. Upon completion of the coursework, please submit an official copy of the transcript to the Office of Undergraduate Admissions no later than six (6) weeks after completion of the course(s). The transfer credits will be added to the degree audit within 30 days of receiving the official transcript. Please note that the maximum number of credits a student may take is eighteen (18) during a fall or spring semester and six (6) during a summer session. This includes courses taken at both Kean University and at the other institutions. No course will be accepted in transfer if it exceeds that limit.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Major \_\_\_\_\_ Phone # \_\_\_\_\_ Kean Email \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Transfer Institution \_\_\_\_\_ Credits \_\_\_\_\_ Term Begins \_\_\_\_\_ Term Ends \_\_\_\_\_

Have you applied for graduation? Yes/No \_\_\_\_\_ Are you seeking financial aid for this coursework? Yes/No \_\_\_\_\_

Course Number	Course Title	Credits	Kean Equivalent Course	Does this fulfill a Kean required course?	Minimum Grade Required

### Approvals

 \_\_\_\_\_  
 Chairperson Name

 \_\_\_\_\_  
 Chairperson Signature

 \_\_\_\_\_  
 Date

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

 \_\_\_\_\_  
 Date