

# Pre-Approval to Transfer Credits



Name \_\_\_\_\_

Purchase ID: P 0 0 \_\_\_\_\_

(Last, First)

Major \_\_\_\_\_

Major Advisor: \_\_\_\_\_

Minor \_\_\_\_\_

Minor Advisor: \_\_\_\_\_

At what University/College do you intend to study?  \_\_\_\_\_ OR  College Level Examination Program Exam (CLEP)

Semester of off-campus study:  Fall  Winter  Spring  Summer 20\_\_\_\_

Yes  No Will you be taking other courses at Purchase during the semester checked?

Yes  No Do you intend for these courses to fulfill your **final** degree requirements at Purchase College?

Yes  No I would like financial aid consideration for these courses.

Yes  No Based on course content and title, have you taken any of these courses previously (at either Purchase or another college)?  
If yes, initial here: \_\_\_\_\_ I understand that I can only receive credit for each course one time.

**Studying Abroad?**  
Contact the Office for Global Education  
DO NOT USE THIS FORM FOR STUDY ABROAD

## General Education/Core or non-major electives

Catalog Course Number from other college	Course title from other college	Credits	Purchase Equivalent: course # and title or which core

## Major/Minor requirement

Catalog Course number & Course title from other college	Credits	Purchase Equivalent: course # & title or requirement	Major/Minor Req	Signature of Major/Minor Advisor
			Major: YES NO Minor: YES NO	
			Major: YES NO Minor: YES NO	

\_\_\_\_\_  
Student Signature Date

**Submit this completed, signed form to the Registrar's Office at Purchase along with an official course description for each course you would like to take. The description must include the college name, course title, catalog course number and number of credits.**

**An email will be sent to your Purchase email account to inform you of the status of your request and to let you know the procedure to follow in order to register for your transfer course(s) and/or have the credit transfer upon completion of the course.**

## INSTRUCTIONS FOR COMPLETING THE PRE-APPROVAL TO TRANSFER CREDITS FORM

This form should be completed and submitted to the Registrar's Office at Purchase for degree seeking students who would like to complete credits other than at Purchase and have those credits applied to their Purchase degree.

Type or clearly write in the following information:

1. Your name (last name, first name)
2. Your Purchase ID number (P00...)
3. Indicate your major and the name of your major Advisor
4. If applicable, indicate your minor and the name of your minor Advisor
5. Write in the name of the college or university you would like to take courses at OR check the box next to College Level Examination Program Exam if you would like to take a CLEP exam
6. Indicate which semester and year you will take the course/s or CLEP exam
7. Check the appropriate box to let us know:
  - a. Whether or not you will be taking courses at Purchase during the semester indicated
  - b. If you think the courses on this form will be the last courses needed for your degree
  - c. Whether or not you would like financial aid considered to cover part of the cost. Check "no" if you pay 100% of the cost yourself. NOTE: Check "no" if you are taking a CLEP exam.
  - d. To the best of your knowledge, is this form for a course you have already taken?
8. If you would like this course to fulfill a General Education/Core requirement or non-major elective credit then complete the top box. In the "Purchase Equivalent" column, indicate what you would like the course to be considered for (e.g. "free elective" or "natural science gen ed"). The "catalog course number" of the course is the number that you would find in the College Catalog (ex. ENG 101). **Do not** indicate the course registration number (CRN) - that is the number you may need for registration purposes.
9. If you would like this course to fulfill a major or minor requirement then forward the form and course description to the appropriate Advisor. If they approve it, then please have them forward the form and course description to [creditevaluator@purchase.edu](mailto:creditevaluator@purchase.edu).

Additional Notes:

- Fill out a separate form for each college that you would like to attend.
- Do not register for the course/s until you receive a reply from the Purchase Registrar's Office.
- Submit the completed form along with the official course description/s for each course to [creditevaluator@purchase.edu](mailto:creditevaluator@purchase.edu).