Transfer of Credit Request – Student  (for undergraduates only)

This transfer of request can be performed before or after the class is taken. It is suggested to apply for a transfer of credit BEFORE the class is taken. At this time, this tool is available to undergraduates only.

1. Log in to SIS: go.tufts.edu/sis

2. Select Classes > Request a Transfer of Credit. The Transfer of Credit Student Inquiry page displays. Any existing requests will be listed.

3. Click Add New Transfer of Credit Request. The Programs Eligible for a Transfer of Credit Request page displays.

4. Click the Transfer of Credit Request link for the appropriate Academic Program. The Transfer of Credit College Lookup page displays.

5. In the College Name Contains, City Name Contains or State fields, enter search data.

   If you cannot find the college, click on the Unable to Find College? button below which will bring you to a form where you can request the addition of your college to the master list.

6. Click Search. Search results return below.
7. Click **Select** for the school. The Transfer of Credit Request Form displays.

8. Enter the **Title of the Course from the college’s Catalog**.

9. Enter the **Course Number from the college’s Catalog**.

10. If the school provides a direct link to the course description you wish to take, paste the URL into the **URL** field. Although it is not required to enter a URL, it is highly recommended.

11. In the **Tufts Department for this Course** field, enter the department (e.g., Classics) that will receive the transfer of credit request.

12. Enter the **Tufts Term when Course taken**.

13. Enter any Comments regarding the request (e.g., “Need this credit for my major.”)

14. Click **View the Transfer of Credit Policies and Procedures**. The Transfer of Credit for Undergraduates policy and procedures page displays.
15. Read the policy and procedures and at the bottom of the page click Return.

16. Check I have read the Policies and Procedures and I agree to abide by these policies and procedures.

17. Click Create Transfer of Credit Request. The Your Transfer of Credit Request was Successfully Created and Submitted to the Requested Department for Approval message will display.

You will get an error message if a field was left blank or filled in incorrectly.

You will receive an email confirmation of the transaction. At this point, you need to wait to hear back from the Tufts department.

18. If you click Return to My Transfer of Credit Requests, you will see your request listed with a status of Pending Approvals.

<table>
<thead>
<tr>
<th>CourseTitle</th>
<th>College</th>
<th>Requested Term</th>
<th>Tufts Department</th>
<th>Date Submitted</th>
<th>Transcript Received</th>
<th>Credit Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Age of Greece</td>
<td>UTK/MASS AMHERST</td>
<td>Spring Term 2014</td>
<td>Classics</td>
<td>10/03/2010</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>