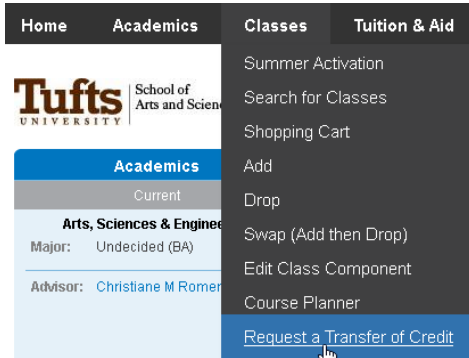


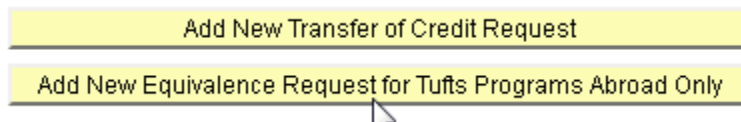
### Transfer of Credit Request for Tufts Programs Abroad Only - Student

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](http://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.



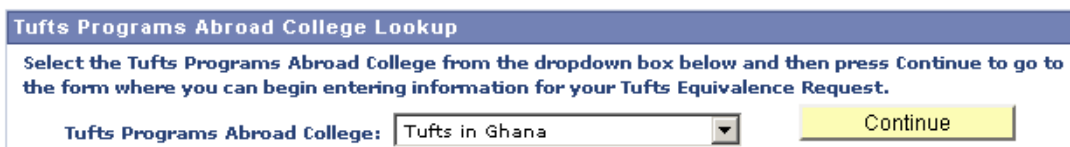
3. Click **Add New Equivalence Request for Tufts Programs Abroad Only**. The Programs Eligible for an Equivalence Request page displays.



4. Click the **Tufts Equivalence Request** link for the appropriate Academic Program. The Tufts Programs Abroad College Lookup page displays.



5. Select the **Tufts Programs Abroad College** from the dropdown box.



6. Click **Continue**. The Equivalence Request Form displays.

7. Enter the **Title of the Course from the college's Catalog**.
8. Enter the **Course Number from the college's Catalog**.

**▼ Transfer of Credit Course Information:**

<b>College where you will take this course:</b>	Tufts in Ghana
<b>*Title of the Course from the college's Catalog:</b>	<input type="text" value="Independent Study"/>
<b>*Course Number from the college's Catalog:</b>	<input type="text" value="CLS 606"/>

9. You do not need to fill in the **URL** field.
10. In the **Tufts Department for this Course** field, enter the department (e.g., Psychology) that will receive the transfer of credit equivalency request.

**\*Tufts Department for this Course:**

**(This is the department that will decide on granting course credit)**

11. Enter the **Subject**.
12. Enter the **Course Number from Catalog**. Course Attribute and Attribute Values display.

**▼ Tufts Equivalent Course Requested:**

<b>Subject:</b>	<input type="text" value="PSY"/>		Psychology
<b>Course Number from Catalog:</b>	<input type="text" value="136627"/>		Readings In Psychology <span style="float: right;">PSY 0097</span>

Course Attribute	Course Attribute Value
Engineering Requirements	SoE-HASS-Social Sciences
LA Undergrad Distribution Req	LA-Distribution-Social Science

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

**\*Tufts Term when Course taken:**  Spring Term 2014

14. Enter any Comments regarding the request (e.g., "Need this credit for my major.")
15. Click **View the Programs Abroad Course Equivalence Policies and Procedures**. The Tufts Programs Abroad Equivalence policy and procedures page displays.
16. Read the policy and procedures and at the bottom of the page click **Return**.
17. Check **I have read the Policies and Procedures and I agree to abide by these policies and procedures**.

18. Click **Create Tufts Equivalence 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.

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

▼ Tufts Programs Abroad Equivalence Requests								
	Status	Tufts Program Abroad	Course Title	Requested Term	Tufts Department	Date Submitted	Transcript Received	Credit Received
<a href="#">Edit/View</a>	Pending Approvals	Tufts in Ghana	Independent Study	Spring Term 2014	Psychology	10/03/2013	No	No