



# Transfer Credit Pre-Approval

**Instructions for Students:**

1. Please complete form in full. Information regarding the transfer institution can be found in the transfer institution's catalog, course schedule or website. Please attach course descriptions for each course you want approved. Some departments may require you to provide a course syllabus (this is mandatory for course approvals for the Fine Arts and Human Diversity Requirements.)
2. Please obtain the signature of the respective Department Chair for each course you want approved.
3. Please return the completed form with appropriate signatures to the Office of Student Data & Registrar located in MHC 126 or by email [registrar@stthomas.edu](mailto:registrar@stthomas.edu).
4. Upon completion of your course(s), be sure to have an official transcript sent directly to: Office of Student Data & Registrar, University of St. Thomas, MHC 126, Mail 5001, 2115 Summit Avenue, St. Paul, MN 55105.

Note: Enrollment at another institution may affect your financial aid eligibility at UST for the current and/or future terms. Please contact the University of St. Thomas Financial Aid Office for guidance

Student First Name:		Student Last Name:		St. Thomas ID:	
Student's Major:			Student's Minor:		
Transfer Institution Name:			Transfer Institution Address:		
Transfer Institution's Calendar: Semester    Quarter    4-1-4			Term You Intend to Attend Transfer Institution: J-Term    Spring    Summer    Fall		
Student's Signature:					Date:

**Transfer Courses**

Department & Course Number	Course Title	Credits	Requirement Student Wishes to Fulfill				St. Thomas Equivalent Dept & Course Number	Department Chair Signature/ Review Committee Signature
			Major	Minor	Core	Elective		
			Major	Minor	Core	Elective		
			Major	Minor	Core	Elective		
			Major	Minor	Core	Elective		

**Post-Matriculation Transfer Credit Limit**

Note: Students who first become degree seeking at St. Thomas beginning with the Fall 2013 semester and for all subsequent semesters may count a maximum of 8 additional transfer credits taken after the date of matriculation at St. Thomas toward core requirements, with no more than 4 of those credits counting toward any one core requirement area (for instance, Language and Culture or Literature and Writing). This limit applies only to post-matriculation transfer credits and therefore does not apply to courses taken through a University of St. Thomas study abroad program or through the ACTC. Students cannot repeat a course already taken at St. Thomas at another institution. Students must complete 32 of their last 36 credits at St. Thomas, as stated under the Senior Residency Requirement in the current undergraduate catalog.

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