Transfer Credit Form Guide

1. Sign into myStevens
2. Go to Workday

3. Once on the home page, click Menu
4. Click Requests

5. Click Create Request

6. Click in the Request Type Field, and select “All”.
7. Select “Application for Transfer Credit” and hit “OK”.

8. Fill out the form as directed for the class in question. Please check with OIP for External Institution name - this must be the institution listed on the transcript we receive after your program. External institution course title, subject and number may be found on exchange program/study abroad provider websites. Select “Future Course” under “Grade Received.”

- If the course is not already listed in the Study Abroad Transfer Credit Database, please attach a course syllabus in the given field at the bottom of the form (under “Syllabus for review”).
- If the course is already listed in the Study Abroad Transfer Credit Database, this course is pre-approved in the study abroad database.