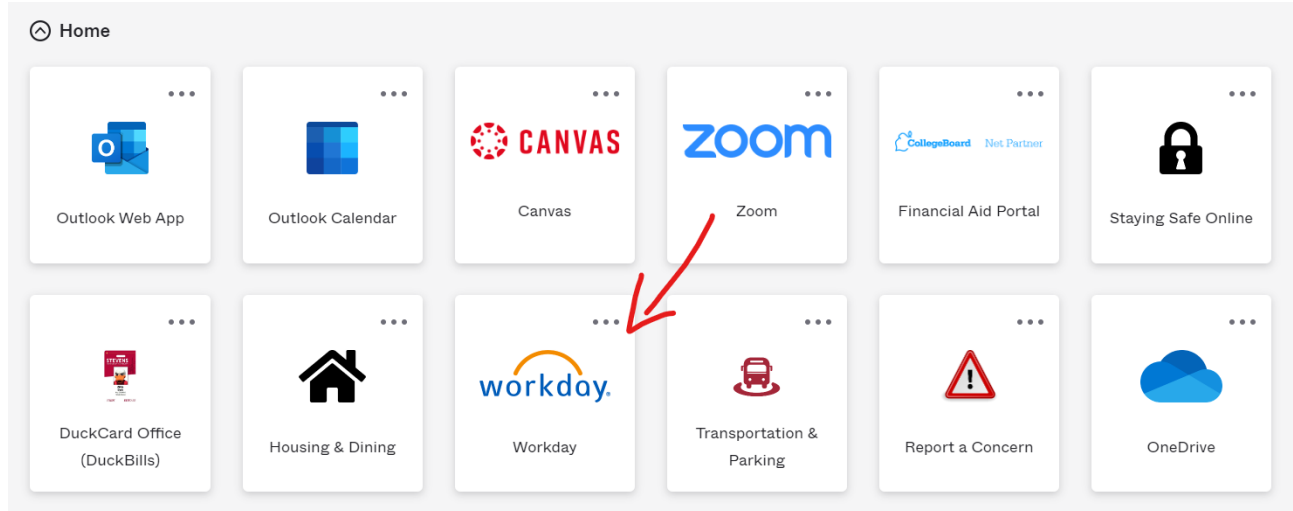
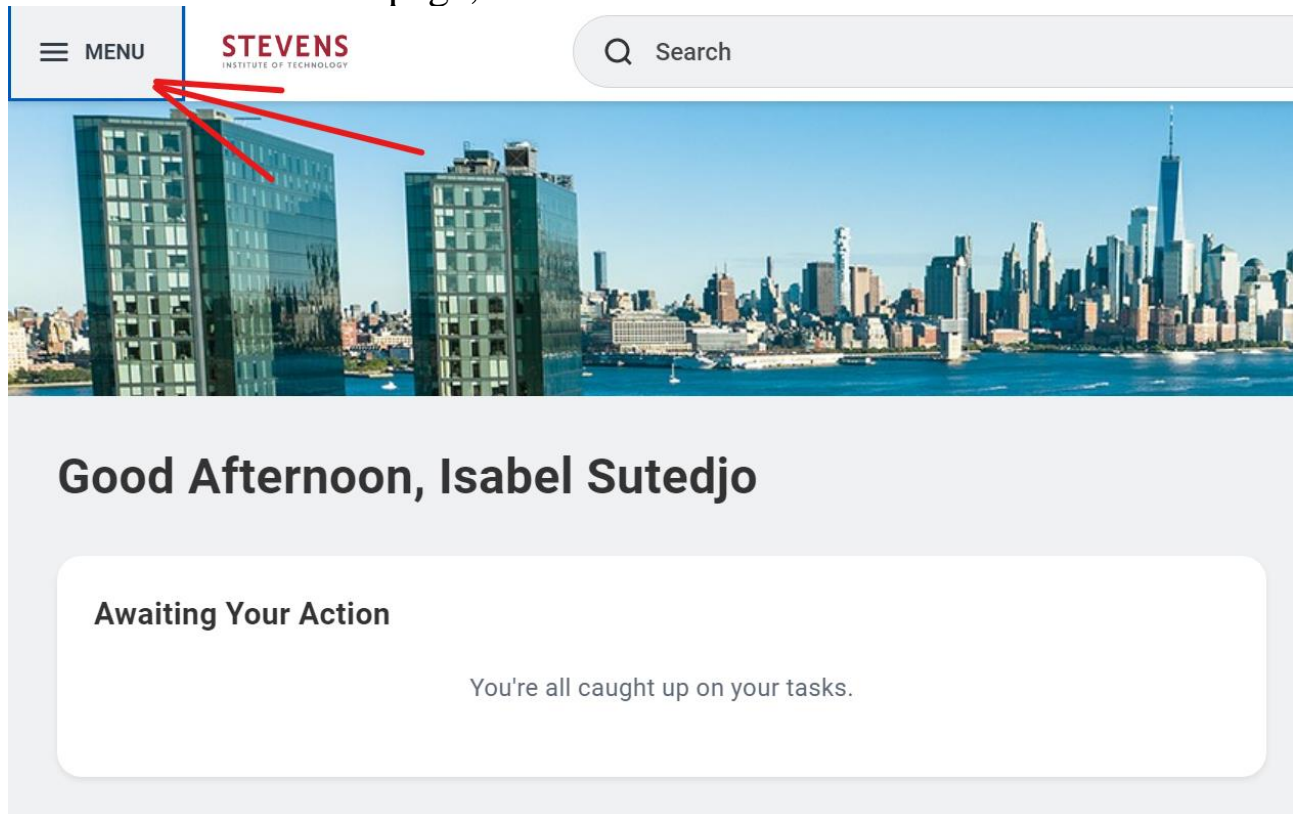


Transfer Credit Form Guide

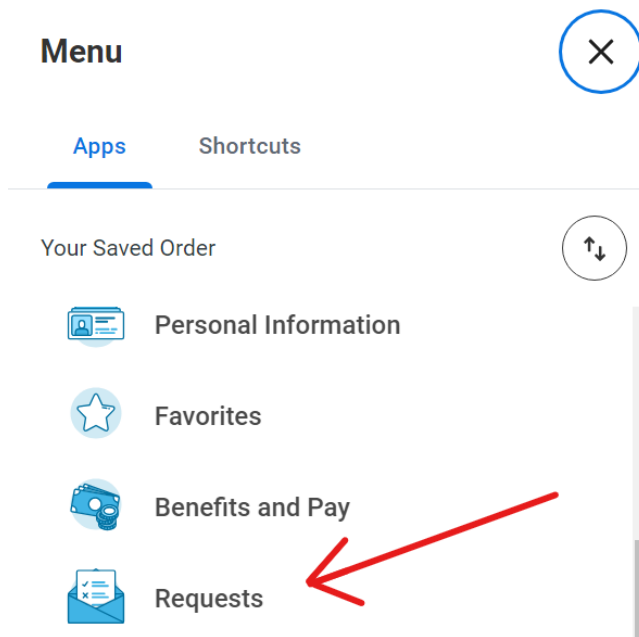
1. Sign into myStevens
2. Go to Workday



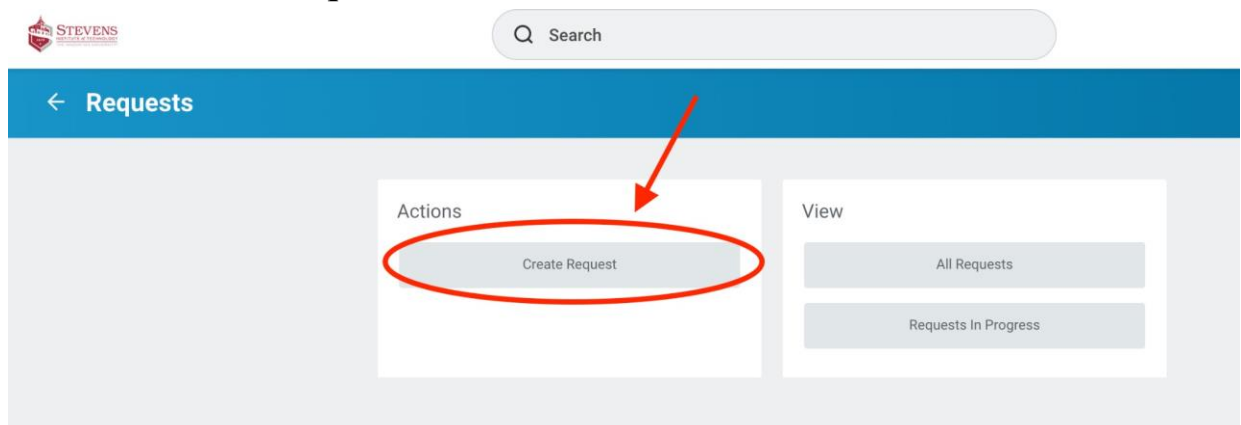
3. Once on the home page, click Menu



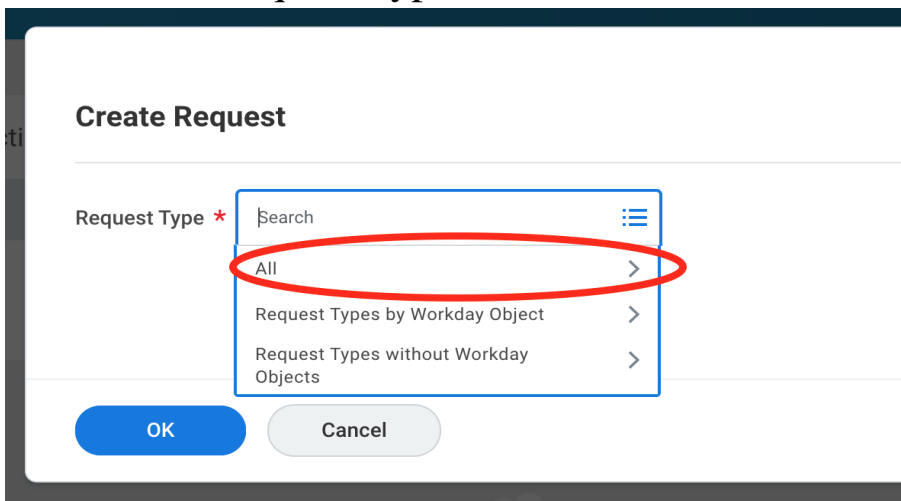
4. Click Requests



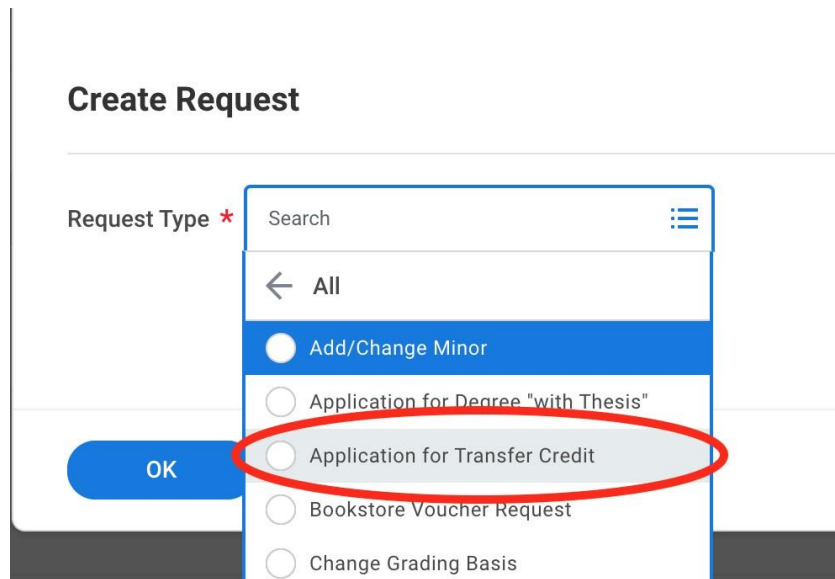
5. Click Create Request



6. Click in the Request Type Field, and select "All".



7. Select “Application for Transfer Credit” and hit “OK”.



The screenshot shows a mobile application interface for creating a request. The title is "Create Request". Below the title is a "Request Type" field with a red asterisk. A dropdown menu is open, showing a search bar and a list of options: "All", "Add/Change Minor", "Application for Degree 'with Thesis'", "Application for Transfer Credit", "Bookstore Voucher Request", and "Change Grading Basis". The "Application for Transfer Credit" option is selected and highlighted with a red oval. A blue "OK" button is visible to the left of the dropdown menu.

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.