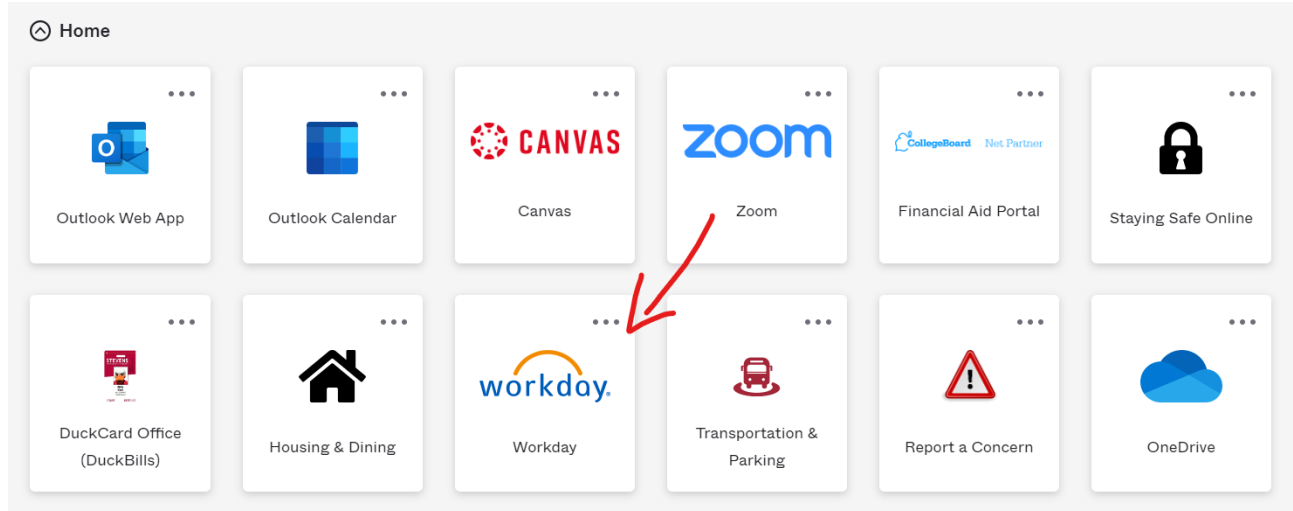
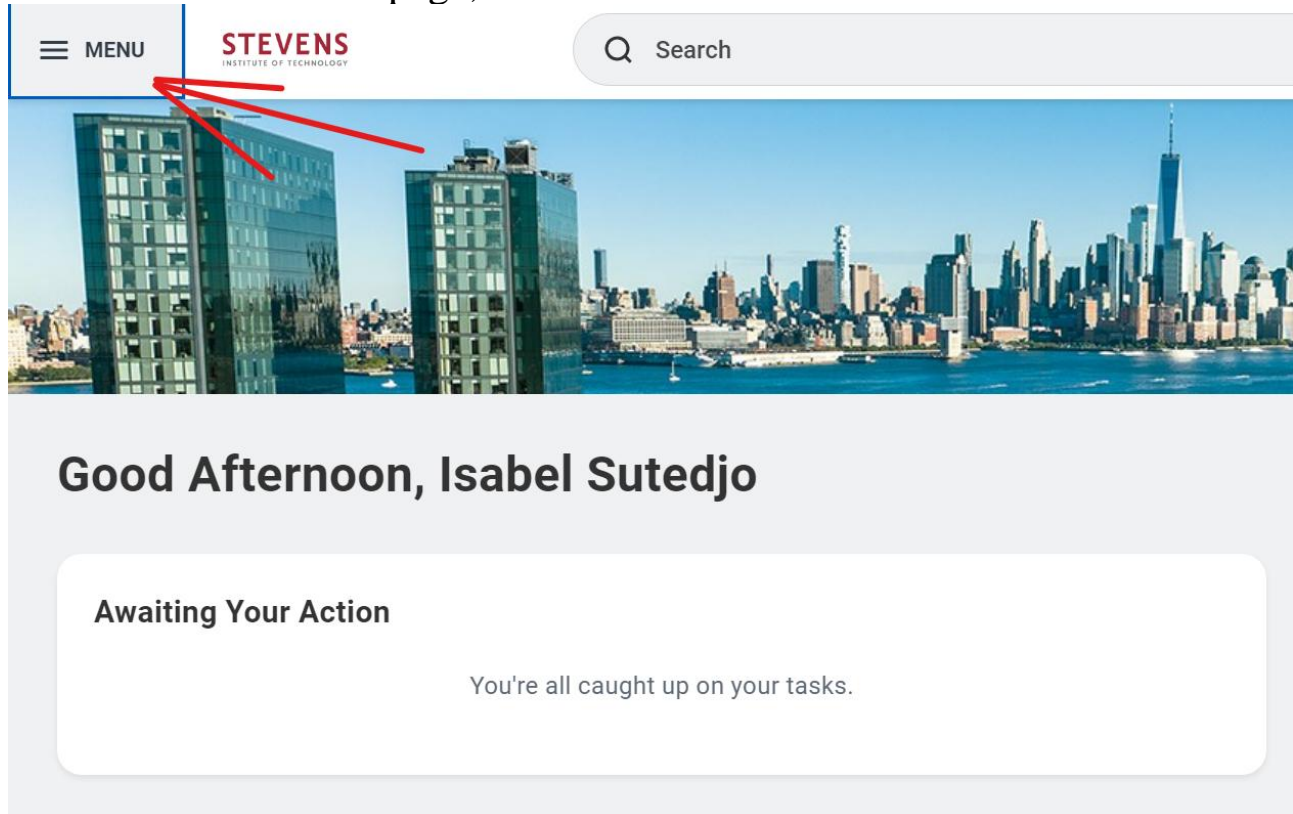


Transfer Credit Form Guide

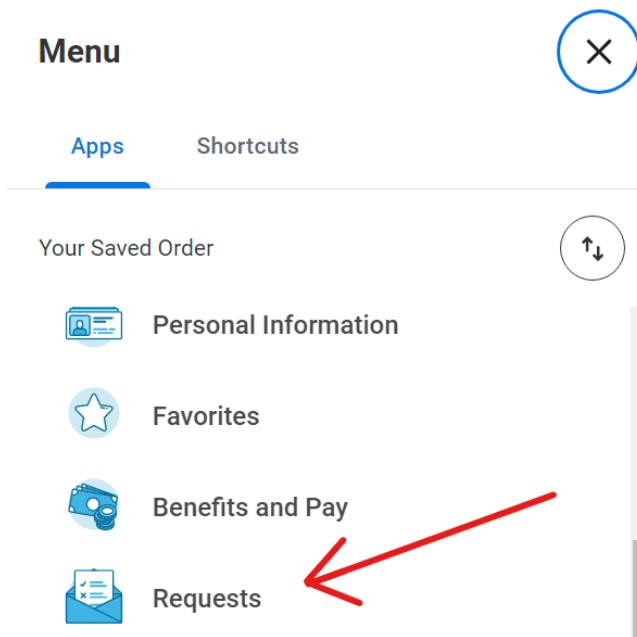
1. Sign into myStevens
2. Go to Workday



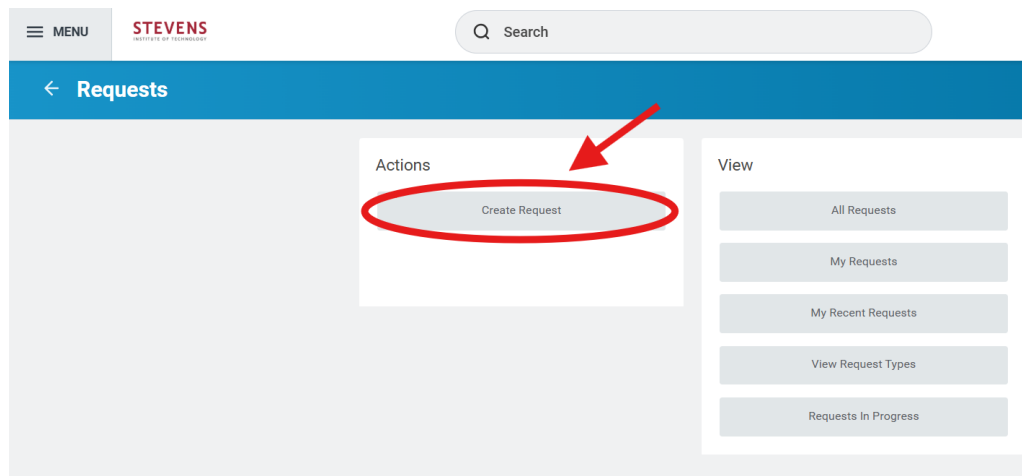
3. Once on the home page, click Menu



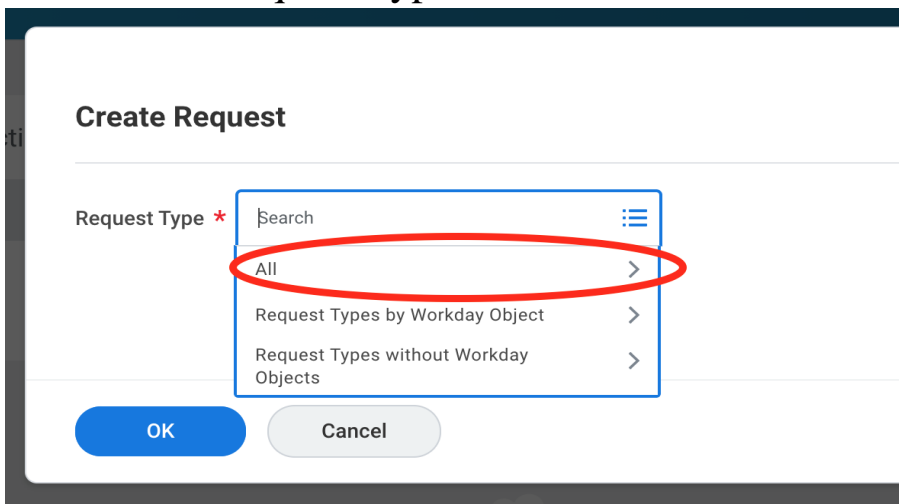
4. Click Requests



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, there 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 highlighted with a red oval. To the left of the dropdown, there is a blue "OK" button.

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.”

The screenshot shows the "Create Request" form with the following fields filled out:

- Student's Full Name: (Required) Isabel Sutedjo
- Year (2020, 2021 etc.) (Required) 2021
- Student CWID (8 digits): (Required) 0
- Degree Program (ie. Mechanical Engineering) (Required) Computer Science
- Department (Select One) Department of Computer Science
- External Institution Course Title (Ex. Introduction to Biology) (Required) Survey of Italian Art
- What is your Stevens Institute of Technology Entry Term? (Required)
 - Fall
 - Spring
 - Summer
- External Course Subject and Number (Ex. BIO 281) (Required) LAAHSI 215

How is this course being delivered? (Required)

- In-Person
 Online/Remote
 Hybrid

Year (2020, 2021 etc.) (Required)

2024

Where was this course taken? (Required)

- High School
 College/University Campus

Credits/Units received

3

External Institution Name (the college/university issuing transcript):
(Required)

Florence University of the Arts



Grade received (Required)

- A
 A-
 B+
 B
 B-
 C+
 C
 Future Course

Academic Period: (When the course was taken or planned to take course) (Required)

- Fall
 Winter
 Spring
 Summer

Stevens Course Equivalent (Include course subject, number, and title (Ex. BIO 218, Intro to Biology for Nonscience/Eng Majors)

If you do not know the equivalent, please indicate so here. (Required)

Lower level humanities (HAR LEQ)

Please attach syllabus for review if course is not in database:

This course is preapproved in the study abroad transfer credit database.

- 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”).
 - For the course equivalent, request that the course be considered as the equivalent you are seeking. For example, write “Lower Level Humanities”, “CS Elective”, “General Elective”, etc. Do not write “I don’t know”.
 - Check with the Office of International Programs if you have questions about course equivalency. The department will make the final decision regarding equivalencies.
- If the course **is** already listed in the Study Abroad Transfer Credit Database, **this course is pre-approved**.
 - For the course equivalent, write the pre-approved equivalent as it is listed in the database.
 - Leave a comment mentioning that the class is pre-approved.