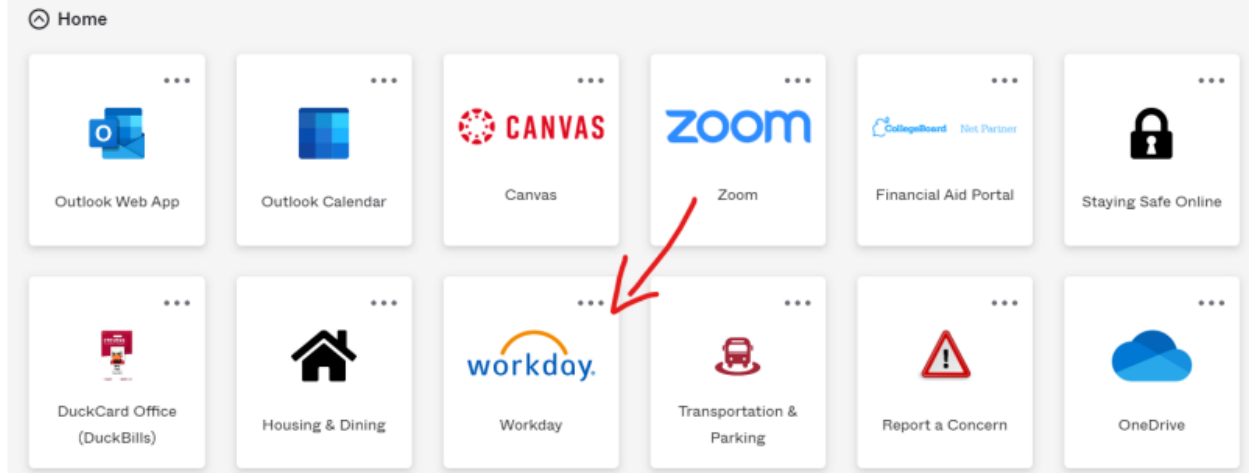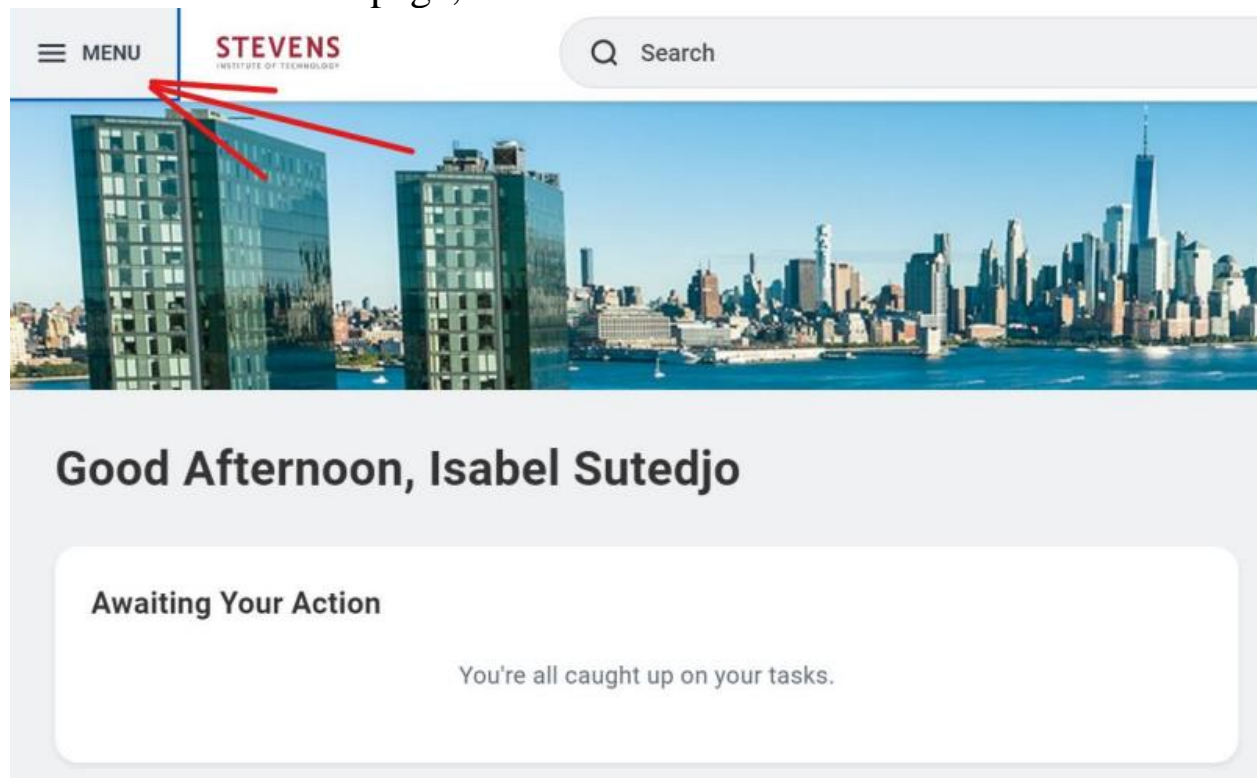# Transfer Credit Form Guide

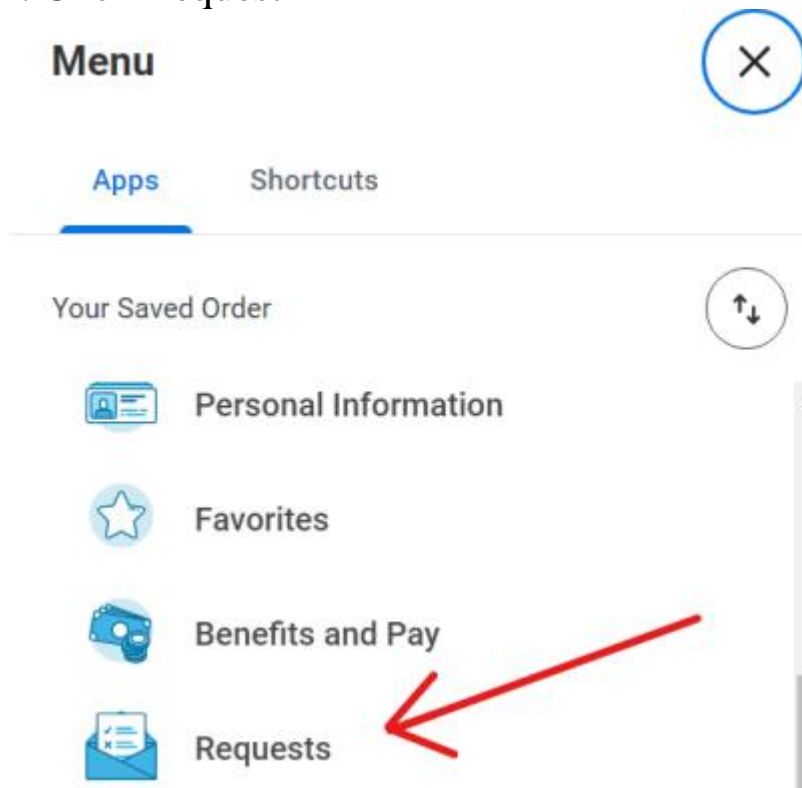1. Sign into myStevens
2. Go to Workday

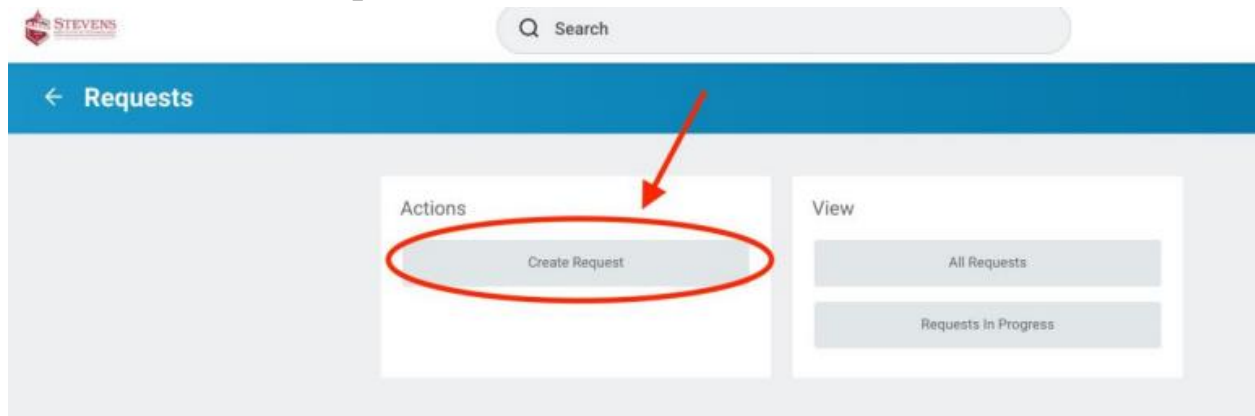3. Once on the home page, click Menu

4. Click Request

Menu   ✕

Apps   Shortcuts

Your Saved Order   ↑↓

- Personal Information
- Favorites
- Benefits and Pay
- Requests

5. Click "Create Requests"

STEVENS   🔍 Search

← **Requests**

Actions

Create Request

View

All Requests

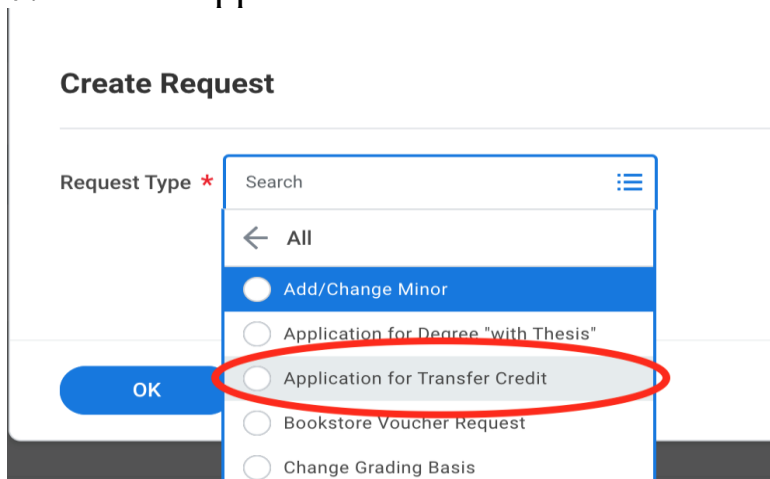Requests In Progress

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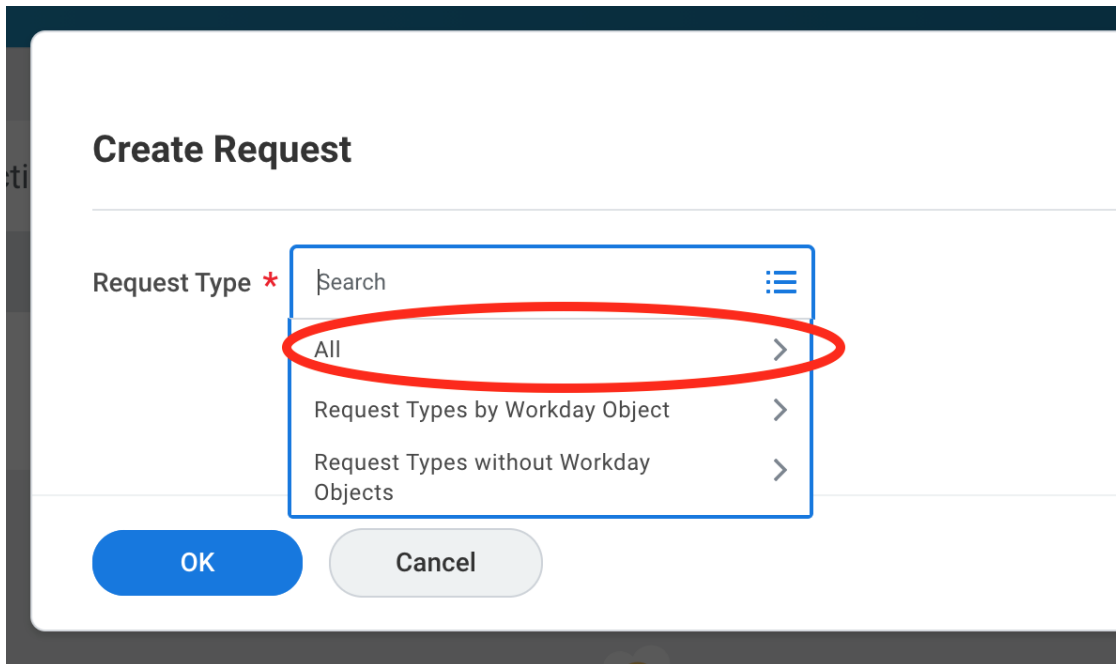
7. Select "Application for Transfer Credit" and hit "OK".

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. Under "Grade Received", select "Future Course".
   ● 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 a course equivalency. The department will make the final decision regarding equivalencies.
- If the course **is** already listed in the Study Abroad Transfer Credit Database, **do not** attach a course syllabus.
  - For the course equivalent, write the preapproved equivalent as it is listed in the database.
  - In the **comments** at the end of the request, write "This course has been pre-approved in the study abroad transfer credit database."