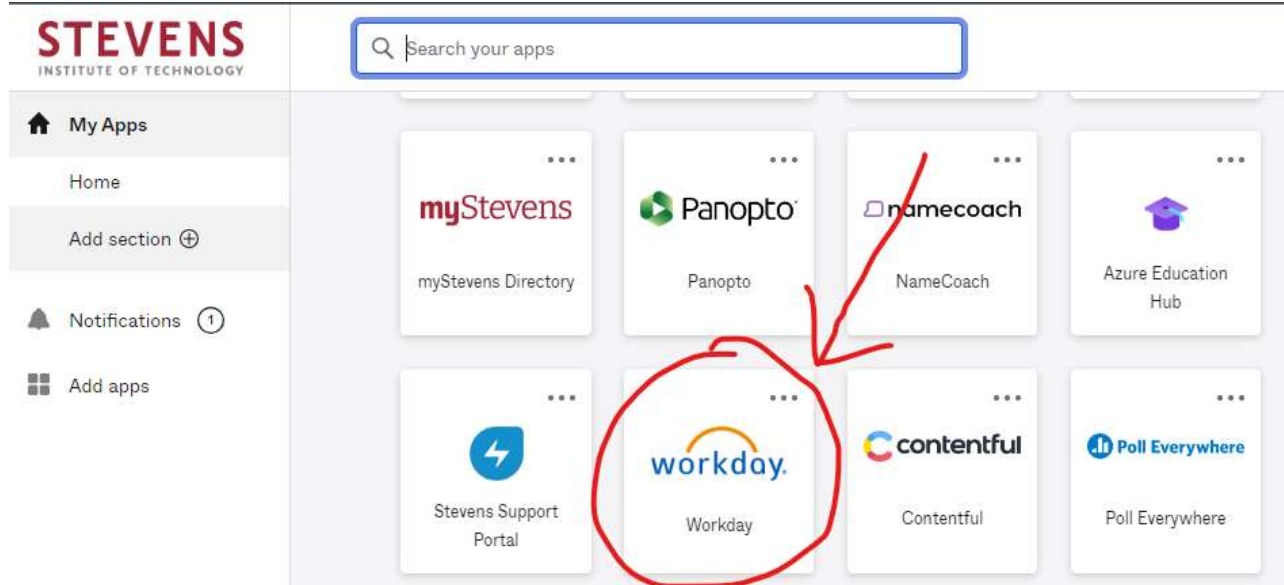
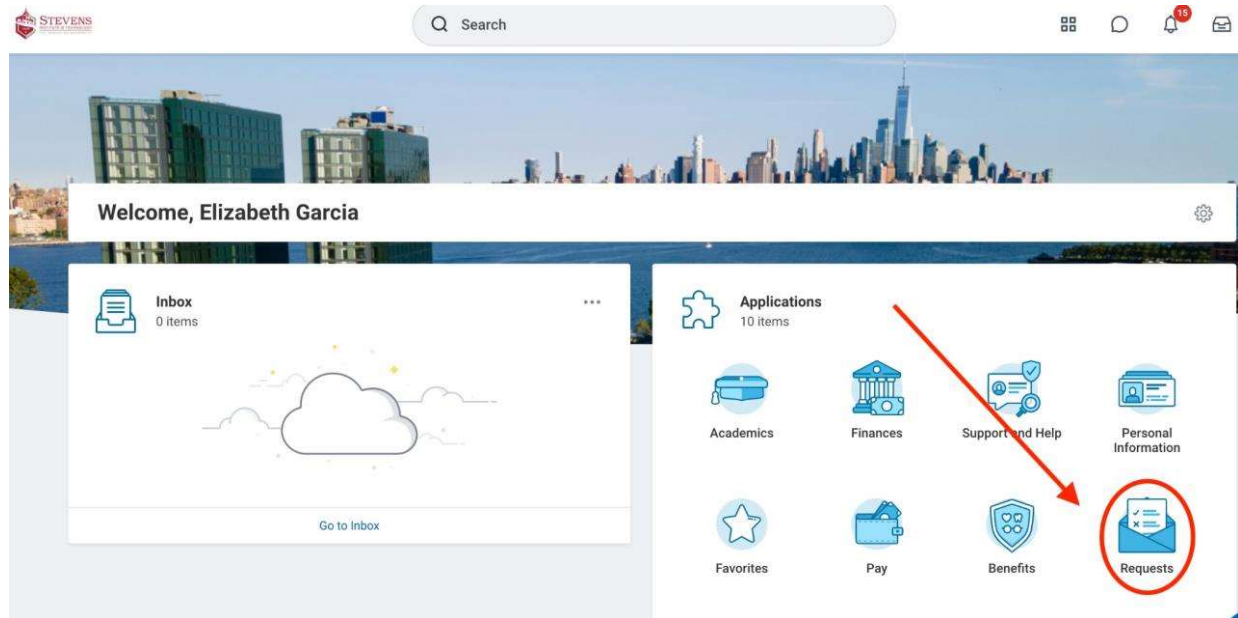


Transfer Credit Form Guide

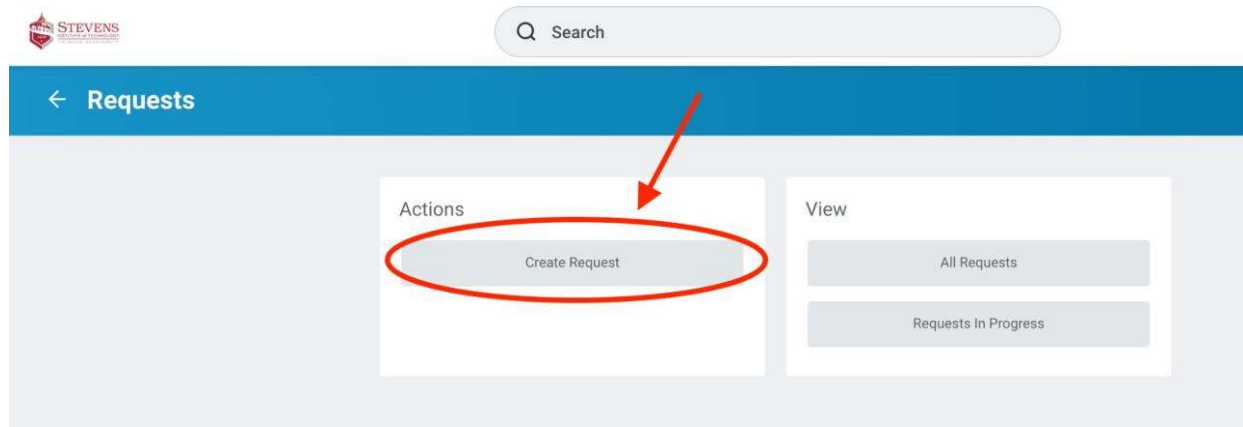
1. Sign into myStevens
2. Go to Workday



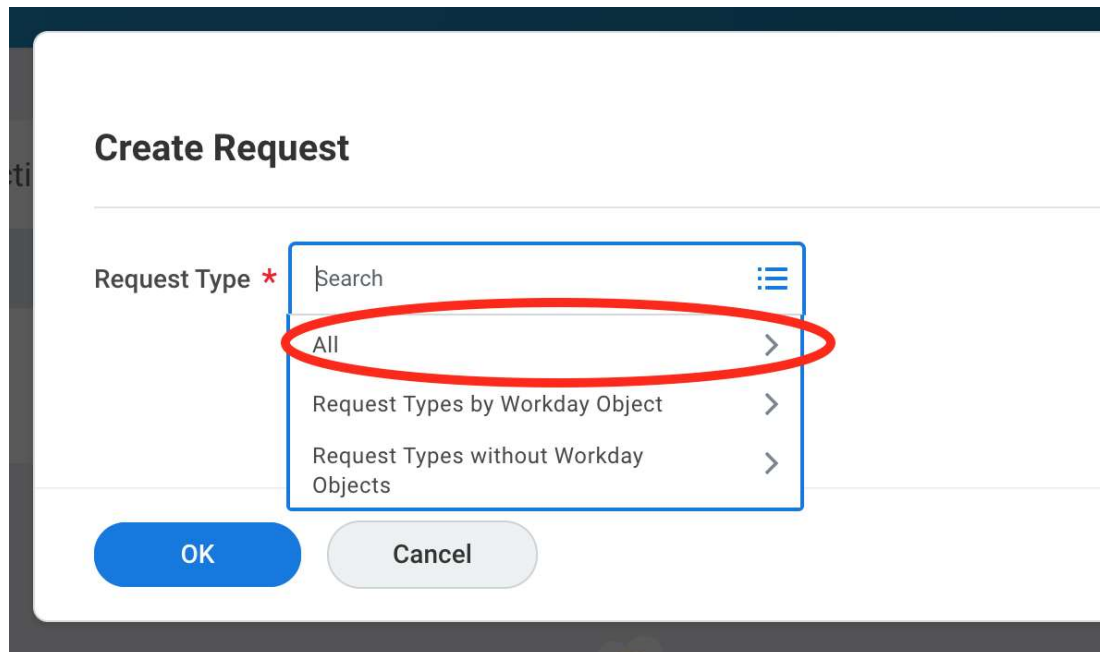
3. Once on the home page, click Requests



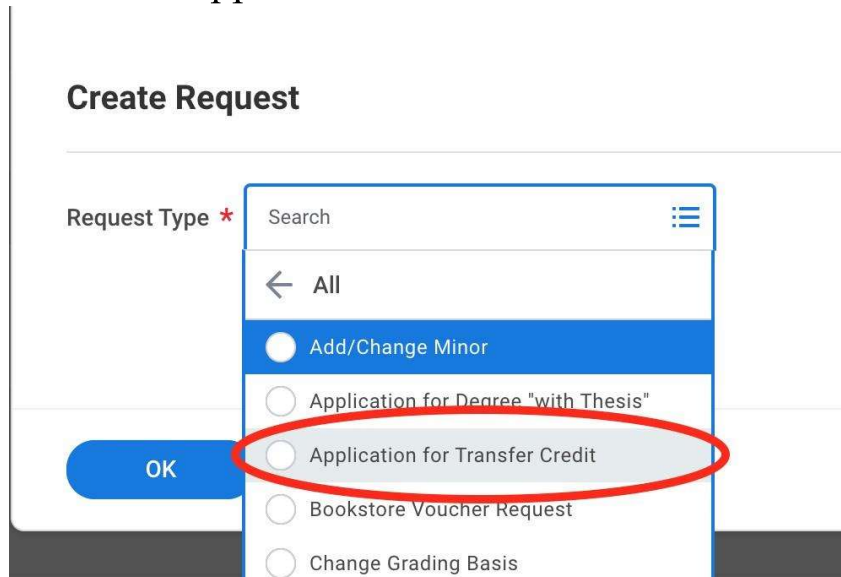
4. Click Create Request



5. Click in the Request Type Field, and select “All”.



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



The screenshot shows a web form titled "Create Request". On the left, there is a blue button labeled "OK". To its right is a dropdown menu labeled "Request Type" with a red asterisk. The dropdown menu is open, showing a search bar at the top and a list of options below. The options are: "All", "Add/Change Minor", "Application for Degree 'with Thesis'", "Application for Transfer Credit" (which is highlighted with a red oval), "Bookstore Voucher Request", and "Change Grading Basis".

7. 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, **do not** attach a course syllabus and say the class is preapproved and is already in the database
- If you are not sure what the Stevens equivalent class is, write what type of class you want it to be (eg: lower level humanities, upper level humanities, BT 320, EN 250 etc.)