



USC University of Southern California

INTERNATIONAL GRADUATE TRANSFER CREDIT/ POST-GRADUATE DEGREE VERIFICATION REQUEST FORM

This form is to be used only if you are requesting graduate transfer credit or post-graduate degree verification from an institution outside the United States. Please carefully read the instructions and information on the back of this form before filling out and submitting it.

Student Information

Name: _____
Last First Middle

USC ID number: _____

Date of Birth (mm/dd/yy): _____

First Term Enrolled at USC: _____

Major: _____

Degree Objective: _____

Mailing Address: _____

Phone: _____ Email (USC address ONLY): _____

NAME OF POST-GRADUATE INSTITUTION: _____

LOCATION (City, Country): _____

DATES ATTENDED (mm/yy-mm/yy): _____

POST-GRADUATE DEGREE(S) TO BE VERIFIED: _____

GRADUATE COURSES TO BE EVALUATED: _____

List course titles and course numbers (if available) _____

I certify that I have read and understood the instructions and information on the back of this form. I may be contacted at the phone number or e-mail given above if additional information or materials are required. I understand that transfer credit is not guaranteed and that the Office of Graduate & International Admissions has final authority with respect to eligibility of coursework and verification of post-graduate degrees.

Student signature: _____

Date: _____

International Graduate Transfer Credit Request **/Post-Graduate Degree Verification**

Instructions

To request transfer credit for graduate coursework or verify a post-graduate degree from an institution outside the United States, you must fill out the form on the other side of this sheet. Please observe the following guidelines:

- Print your full name and 10-digit USC ID number clearly.
- Provide your USC e-mail address so that we may contact you if necessary. Do not use a non-USC e-mail address for your contact information.
- Be sure that you list all requested courses by the exact title that appears on your original transcript and provide course numbers (if available).
- If you want all courses evaluated, write “ALL” at the top of the Requested Courses field. Do not list courses.
- Submit the form to the Degree Progress Office (Trojan Hall 101).
- Submit an official transcript and/or diploma from your previous institution. Please note that documents are only considered “official” when they are received in a sealed envelope from the originating institution. All other documents are considered “unofficial” and cannot be used for transfer credit evaluation or degree verification purposes. If official transcripts/diplomas are already on file, you do not need to submit them again.
- Respond promptly to any requests for additional information or materials.

General Guidelines for International Graduate Transfer Credit

- Your Bachelors degree verification must have been completed.
- Transcripts/Diplomas submitted must be official (see definition above).
- Your previous institution must be officially recognized as a degree-granting educational institution by the Ministry of Education of the country in which it is located.
- Courses must be graduate-level.
- The institution must have been listed in the Educational History section of your original USC graduate application.
- Transfer credit requests should be submitted no later than the end of your second term at USC.
- If your original admission letter indicated that you were admitted as a graduate student “without advanced standing”, then you are not eligible for graduate transfer credit.
- Eligible course must have a grade of “B” (3.0 on a 4.0 +/- scale) equivalent or better, as determined by the Office of Graduate Admissions.
- No transfer credit is granted for:
 1. Research/Projects
 2. Language study (ESL courses, etc.)
 3. Military Service
 4. Dogma courses
 5. Thesis work
 6. Labs
- Courses must be 1 unit equivalent or more. If no credit was granted by your previous institution, then the course is not eligible for graduate transfer credit.
- Applicability of course work to your degree program will be determined by your graduate department. Final determination of transfer credit eligibility is determined by the Office of Admission.