



UNIVERSITY OF NEW ENGLAND

Application for Transfer Course Work

- This form must be completed **prior** to registering for the course at the Host Institution.
- Upon completion of the course, **please request to have an official transcript sent to the UNE Registrar's Office**. The transfer of credit(s) into UNE will not be processed until receipt of the official transcript from the Host Institution.
- Transfer credits must be earned from a regionally accredited institution with a minimum grade of "C-". Some program restrictions may apply.
- The required signatures below approve content and course equivalency **only**. They do not verify accreditation of the Host Institution. This is the student's responsibility.
- Course(s) taken outside of UNE **will not** affect the student's cumulative GPA or replace a previously graded UNE course.
- The grade for the transfer course will appear on the transcript as a "TR"

Student's Name: _____ PRN: _____ Student Email: _____

Major: _____ Advisor: _____

I intend to take the following course at another institution:

Host Institution Title, Course Subject, and Number	Host Institution Credit	UNE Parallel Course Subject and Number	UNE Credit Equivalency

Name of Institution: _____ Term: 20____ Summer Fall Spring

Intended to Satisfy: Exploration Creative Arts Advanced Studies SGA Major Requirement General Electives
(Please check one)

Are you taking this course at another institution to "replace" a course previously taken at UNE?

No_____ Yes_____ If Yes, please note that you will only earn credits for the transfer course. The grade from the course taken at UNE will count towards your GPA but those credits will be excluded.

Student Signature: _____ Date: _____

Dept. Chair Signature to Approve Equivalency: _____ Date: _____

Student Advisor or Dept. Chair Signature: _____ Date: _____

Chair Signature: _____ Date: _____

Office Use Only: Update Excel _____ Updated By _____ Date _____
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The Dept. Chair's signature is not required if the course is satisfying a general elective or is part of a Transfer Agreement with UNE. You can check for these courses at www.une.edu/admissions/undergrad/transfer.cfm.

REGISTRAR'S OFFICE
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 Website: www.une.edu/registrar