

Student ID: _____ Name: _____

Instructions:

The purpose of this form is to include graduate courses taken at FIU prior to admission into a graduate program. No course counted toward a student's undergraduate degree may be included in that student's graduate degree program; except in approved, combined bachelor's/master's degree programs. No more than 12 graduate-level semester hours earned as either a non-degree-seeking student or as part of a completed graduate certificate program may be counted toward a graduate degree. For a course to be included into a graduate program, a grade of no less than a "B" must be earned. The date of completion of the course must be no longer than 6 years or 9 years** at the time of graduation with a master's or doctoral degree, respectively (requirement does not apply to credits earned as part of a completed graduate degree).

**Please note that for MFA degrees the time limit is 8 years.

By signing below I certify that I have read and understood the terms of this request. I also certify that I give permission to Enrollment Services to process this request.

Student Signature_____
Date

Course Prefix: _____

Course Section: _____

Course Number: _____

Term and Year Taken: _____

Course Prefix: _____

Course Section: _____

Course Number: _____

Term and Year Taken: _____

Course Prefix: _____

Course Section: _____

Course Number: _____

Term and Year Taken: _____

Course Prefix: _____

Course Section: _____

Course Number: _____

Term and Year Taken: _____

Advisor Name_____
Advisor Signature_____
Date_____
GPD / Department Chair Name_____
GPD / Department Chair Signature_____
Date_____
Academic Dean Name_____
Academic Dean Signature_____
Date

THE FORM MUST HAVE ALL APPROPRIATE SIGNATURES BEFORE BEING SUBMITTED FOR PROCESSING.

SUBMISSION INSTRUCTIONS

- 1) Login to your my.fiu.edu account
- 2) Click on *Upload My Documents*
- 3) Select **REGISTRATION** from the drop-down menu
- 4) Select **GRADUATE TRANSFER CREDITS** from the drop-down menu
- 5) Submit