

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