

Office of the First Year (OFY)  
 MIT 7-104  
 77 Massachusetts Avenue  
 Cambridge, MA 02139-4307

Massachusetts Institute Of Technology  
**REQUEST FOR ADDITIONAL CREDIT for Incoming Students**  
**Based on Courses Completed at Another College or University**

Submit Form  
 by Email

MIT ID \_\_\_\_\_ Date \_\_\_\_\_ Freshman \_\_\_\_\_ Transfer Student \_\_\_\_\_

Family Name	Given Name	Initial	MIT Email Address
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1. You must arrange to have an official transcript sent directly to UAAP showing work and final grades completed at another college or university. You may obtain a copy of this transcript from The Office of the First Year to show the MIT Transfer Credit Examiner.

2. In the grid below, enter information for each subject for which you are seeking credit. Leave the last five cells in each line blank. Bring this form and supporting materials to the Transfer Credit Examiner of the MIT Department in which subjects similar to yours are taught.

3. Return the signed form to UAAP, 7-104, unless you are requesting transfer credit for a CI or HASS subject. In this case take the form first to the SHASS Academic Administrator, 4-240, and then to the Advisor for the Communication and HASS Requirements, 5-133. See signature lines below. Once you have obtained these approvals, return the signed form to UAAP.

4. The OFY will relay your original transcript and signed Additional Credit form to the Registrar, where staff will apply the credit to your record. It will appear in WebSIS on the Grade Report screen.

**Student: Describe each course separately, one per line.**

**For Transfer Credit Examiner only.**

College or University	Course Number	Course Name	Date Course Completed	Principal Textbooks including Chapters Covered	Total Number of Weeks Taken	Lectures per week	Recitations per week	Laboratory, Field Work, or Design	Grade	Corresponding MIT Subject Number or Units of Credit	Signature	Date of Signature	Reg. Ofc. Only	
													CI/HASS	
													Y	N

SHASS Dean's Office approval for HASS transfer credit \_\_\_\_\_  
 Subject / POEJU Category \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

SHR approval For HASS transfer credit \_\_\_\_\_  
 Subject / POEJU Category \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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