

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 (John Hubbard Hall 010).
- 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 Admission.
- No transfer credit is granted for:
 1. Research/Projects
 2. Seminars
 3. Language study (ESL courses, etc.)
 4. Military Service
 5. Dogma courses
 6. Thesis work
 7. 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.