



# Transfer Credit Pre-Approval

**Instructions to Student:**

1. Please complete form in full. Information regarding the transfer institution can be found in the transfer institution's catalog, course schedule or website. Please attach course descriptions for each course you want approved. Some departments may require you to provide a course syllabus (this is mandatory for course approvals for the Fine Arts and Human Diversity Requirements.)
2. Please obtain the signature of the respective Department Chair for each course you want approved.
3. Please return the completed form with appropriate signatures to the Registrar's Office, AQU 106.
4. Upon completion of your course(s), be sure to have an official transcript sent directly to: Undergraduate Admissions, University of St. Thomas, Mail #32F, 2115 Summit Avenue, St. Paul, MN 55105.

Student Name (Last)	(First)	(M.I.)	UST ID #	Mail #
Student's Current Address		City	State	Zip
Student's Major(s)		Student's Minor(s)		
Transfer Institution Name		Transfer Institution Address		
Transfer Institution's Calendar <input type="checkbox"/> SEM <input type="checkbox"/> QTR <input type="checkbox"/> 4-1-4		Term You Intend to Attend Transfer Institution Term/Year <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
Today's Date	Student Signature			

Transfer Courses			
Dept. & Course Number	Course Title	Credits	Requirement Student Wishes to Fulfill
			<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Core <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Core <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Core <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Core <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Core <input type="checkbox"/> Elective

Department Chair/Academic Review Committee Use		
UST Equiv. Dept./Course #	Equiv. Credits	Department Chair Signature/ Review Committee Signature

Students cannot repeat a course already taken at St. Thomas at another institution.

Students must complete 32 of their last 36 credits at St. Thomas, as stated under the Senior Residency Requirement in the current undergraduate catalog.