<p style="text-align:center;color:red;font-size:large;">Worcester Polytechnic Institute</p>

<p style="text-align:center;">Office of Admissions</p>

Undergraduate Transfer Credit Review Request Form
(use for before matriculating at WPI)

Instructions: For college course completed **prior to enrolling** at WPI:

1. Complete the following information requested below and email this form to the WPI Transfer Admissions Team at transfer@wpi.edu.
2. Request a **final, official** college transcript to be sent to: WPI Office of Admissions, Bartlett Center, 100 Institute Road, Worcester, MA 01609, or transfer@wpi.edu.
3. Send course descriptions or syllabi for courses to be reviewed to transfer@wpi.edu (Word document or PDF is preferable; copy/paste in email is acceptable).

Important Information: The WPI Transfer Admissions team coordinates the review process with WPI faculty who evaluate the coursework to determine credit eligibility. Faculty evaluators request course descriptions or syllabi for the review, as well as a confirmation of where and how the course was completed (online, at your high school, or at the college campus). For additional information about the WPI transfer credit policy, please review www.wpi.edu/offices/registrar/policies-procedures/transfer-credit. Information is also available under the Transfer Student FAQs at www.wpi.edu/admissions/undergraduate/apply/how-to/application-deadlines/transfer-students/transfer-student-faqs.

Student Information

Student ID #: _____ Class Year: _____

(Please Print)
Student Name: _____

Student Signature: _____ Date: _____

Important Transfer Course Information

Courses must be taken at a regionally accredited post-secondary institution. More specifically, courses must be completed on a college campus taught by college instructors. Early college, early entrance programs, or coursework provided in partnership with a college or university but offered at the high school and taught by high school teachers are not eligible for credit at WPI (with the exception of Project Lead the Way (www.wpi.edu/+pltw). These high school to college partnership programs include Running Start, ECE, EEP, SUPA, SUNY UHS, and others. Additional courses that are not transferable include pre-calculus, non-calculus based physics, computer courses in BASIC. Online coursework is also typically not eligible. Also, non-credit CEU courses, adult enrichment or refresher course, and CLEP examinations are not recognized for transfer credit. Additional information on credit eligibility can be found at https://www.wpi.edu/admissions/undergraduate/apply/how-to/application-deadlines/transfer-students/transfer-student-faqs.

Complete the following information for courses you would like reviewed for potential credit (if additional space is required, please attach an excel spreadsheet):

Name of college or university	Course number and title	Indicate if taken on a college campus **(required)**	Indicate if taken online **(required)**	Indicate if course is part of a high school to college partnership program **(required)**
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No
		☐Yes ☐No	☐Yes ☐No	☐Yes ☐No

Admissions Office Use Only

o   Transfer Credit Evaluation completed with any course equivalencies, WPI course numbers, units, and minimum grade sent to WPI Office of the Registrar if approved.
o   Transfer Credit Evaluation completed with any course equivalencies, WPI course numbers, units, and minimum grade and sent to WPI student if applicable.
o   Additional Notes:

Admissions staff initials:
Date: