



APPLICATION FOR ACADEMIC CREDIT FOR GRADUATE WORK DONE ELSEWHERE

HARVARD UNIVERSITY
 Office of the Registrar
 1350 Massachusetts Avenue, Suite 450
 Cambridge, MA 02138
transcripts@fas.harvard.edu (617) 496-2794

Instructions:		
<ul style="list-style-type: none"> • Complete this form in its entirety and submit it along with an original, official transcript to your Department for review. • Your Department Administrator will send a secure scan of the transcript and the approved application to The Registrar's Office via transcripts@fas.harvard.edu for final approval and processing 		
Please note:		
<ul style="list-style-type: none"> • If your transcript is not in English you will need to provide an official translation at the time of submission. • Only courses comparable to the level and merit of a Harvard GSAS course will be approved; credit is not given for undergraduate courses or thesis courses. • Maximum allowable credit is 4 half-courses for Master's candidates and 8 half-courses for Doctoral candidates. • You will be notified by email from The Registrar's Office when the credit has been applied to your academic record. 		
Last Name	First and Middle Name	Email
Student ID # (HUID)	Year in Graduate School	Department

List the courses for which you are applying for graduate academic credit:

Institution(s) and Year(s) Attended	Course Number	Course Title	Subject Matter of Course	Full/Half Course Equivalent	Grade	Department Approval Y/N

To be completed by the student's DGS (Director of Graduate Studies) or Chair before being sent to the Registrar's Office: Please evaluate the content of the courses in question and indicate in the column above labeled "Y/N" which of the courses you approve before signing.			
DGS or Chair signature:		Number of Half-Courses approved by Department:	Date: