

Registrar's Office
 MIT 11-268
 77 Massachusetts Avenue
 Cambridge, MA 02139-4307

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY
 REQUEST FOR ADDITIONAL CREDIT
 Based on Subject(s) Completed at Outside Institution**

LEAVE BLANK
Date Received

MIT ID # _____

 (PLEASE PRINT) (Family Name) (First Name) (Middle Initial) Course _____ Date _____
 (Department)

Term Address _____
 (No.) (Street) (City) (State) (Zip Code) (E-mail)

1. You must arrange to have official transcript(s) sent directly to the MIT Registrar's Office showing work and final grade(s) completed at the outside Institution(s). You may obtain a copy of the transcript from the MIT Registrar's Office to show the MIT examiner(s).

2. On the form below, obtain signature of the appropriate Transfer Credit Examiner for which credit is requested. A subject used to fulfill a requirement for a degree awarded at another institution will not be accepted for credit at MIT.

3. Return this form to the Registrar's Office, 11-268, no later than the eleventh week (Drop Date) of your first term of MIT registration after subject(s) was taken (\$40 late fee).

4. Additional credit will be processed only when both your transcript(s) and completed Additional Credit form have been received by the Registrar's Office. The credit will appear on your next end-of-term grade report.

Student should supply the following information, in full, on all subjects for which credit is requested.										Transfer Credit Examiner		
College or University	Subject Number	Subject Name	Date Subject Completed	Principal Textbooks Used Including Chapters Covered	Total Number of Weeks Taken	Hours per week				Equivalent MIT Subject No.	Signature of Transfer Credit Examiner	Date of Signature
						Lectures	Recitations	Laboratory, Field Work, or Design	Grade			