

Registrar's Office  
 MIT 5-117  
 77 Massachusetts Avenue  
 Cambridge, MA 02139-4307

# MASSACHUSETTS INSTITUTE OF TECHNOLOGY

## REQUEST FOR ADDITIONAL CREDIT

### Based on Subject(s) Completed at Outside Institution

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, 5-117, unless you are requesting transfer credit for a CI or HASS subject.** In this case the form should be returned with the appropriate petition firstly to the HASS Academic Administrator, 4-240, and then to the advisor, CR & HASS Requirement, 5-133.

**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					Hours per week					Transfer Credit Examiner			Reg. Ofc. Only	
College or University	Subject Number	Subject Name	Date Subject Completed	Principal Textbooks Used Including Chapters Covered	Total Number of Weeks Taken	Lectures	Recitations	Laboratory, Field Work, or Design	Grade	Equivalent MIT Subject No.	Signature of Transfer Credit Examiner	Date of Signature	CI/HASS	
													Y	N

SHASS Dean's Office approval for HASS transfer credit \_\_\_\_\_  
 (Subject / CI Category) (Signature) (Date)

SHR approval For HASS transfer credit \_\_\_\_\_  
 (Subject / CI Category) (Signature) (Date)

SOCR approval for CI transfer credit \_\_\_\_\_  
 (Subject / CI Category) (Signature) (Date)