Transfer Credit Evaluation Guide

This is for:

- All credit transfers
- Blanket credits, i.e. PSCI 499
  - *Note: PSCI 499 will NOT count towards your major requirements at Queens College – you MUST HAVE THIS COURSE EVALUATED AND TRANSFERRED OVER as a 100 or 200 level course.

Steps:

1. Go to Undergraduate Admission in Jefferson Hall Lobby to pick up the appropriate transfer evaluation form
2. Go to the corresponding department for a faculty advisor and bring:
   a. Transfer evaluation form
   b. Transcript
   c. **Course description in English** (*REQUIRED for advisor to evaluate credits*)
      i. You can get this from the college’s website
      ii. Syllabus
      iii. Textbook
3. Bring completed Transfer Evaluation form back to Admissions

*For Study Abroad: same steps, **except**, you must obtain paperwork from Study Abroad Office*