Transfer Credit Evaluation Guide

This is for:
- Foreign credit transfers
- Blanket credits, i.e. PSCI 499
  o *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 proper 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