**Office of Recruitment and Admissions ● Graduate Studies**
**Building 2A, Room 103**
**T 718.982.2019 ● F 718.982.2500**
www.csi.cuny.edu/graduatestudies

THE CITY UNIVERSITY
OF NEW YORK
**College of
Staten Island**

## APPLICATION FOR GRADUATE STUDIES TRANSFER CREDIT

**INSTRUCTIONS:** Complete this form and submit it along with a course description to the Office of Recruitment and Admissions. If approved, credits can only be granted if an official transcript is on file with the Office of Recruitment and Admissions. Transcripts may be sent to the address above. You will be notified the department's decision by mail.

**TRANSFER CREDIT POLICIES:** Graduate courses taken within the last five years at an accredited college or university may be accepted at the discretion of the program coordinator. A maximum of 12 graduate credits in graduate courses, with a minimum grade of 3.0 (B) in each course, may be applied toward a graduate degree from the College of Staten Island.

**Graduate Studies Program:** _____ **Faculty Advisor:** _____

_____
Last Name                          First                          M.I.                          Social Security/Empl ID Number

_____
Number                          Street                          Apt. #                          Home Telephone Number

_____
City                          State                          Zip Code                          Business Telephone Number / Ext.

**E-mail Address:** _____ @ _____

**Signature:** _____ **Date:** _____

| Name of College | Course # | Course Title | Credits | Grade | CSI Equivalent (To be completed by the Program Coordinator or Department Chair ONLY) |
|---|---|---|---|---|---|
| | | | | | _____ |
| | | | | | _____ |
| | | | | | _____ |
| | | | | | _____ |

### DO NOT WRITE BELOW THIS LINE

[  ] APPROVED        [  ] DENIED    _____    _____
                                                                Program Coordinator Signature                          Date

Number of credits approved for transfer: _____

[  ] APPROVED        [  ] DENIED    _____    _____
                                                                Recruitment and Admissions Staff Signature                          Date

Number of credits approved for transfer: _____

Revised 9/25/13