

Office for Undergraduate Education

300 White Hall
Atlanta, GA 30322
Office 404-727-6040
Fax 404-727-0638
Dean Preetha Ram
Assistant Dean of Science

Spring 2009

Subject: Evaluation of Transfer Credit
Please read these procedures carefully.

In an effort to maximize assistance to students please follow carefully the procedures outlined below. You may reach us via email at aobrent@emory.edu or by calling our office at 404-727-6040.

Please follow the procedures to ensure timely evaluation.

Applications are available and are kept on the book case outside the office. Please take one and follow the instructions, then submit the form with detailed course descriptions to us in 300 White Hall. Only completed applications will be accepted. The Dean will conduct a thorough review of your request(s) and inform the admissions office with a decision. Please allow two to three weeks to process your request after the time that we ask you to check your transcript for the update(s). **All applications must be received prior to the end of the student's first semester at Emory.**

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✓ (Please check any items that apply) Check List – Freshman

	Freshman Concerning International A- Levels
	Freshman – Other Courses
	Complete Form
	Include Emory and non-Emory Course Descriptions. Please place corresponding number beside each course on the accompanying course descriptions.

✓ (Please check any items that apply) Check List – Transfer Student

	Transfer Student Credit Evaluation
	Complete Form
	Include Emory and non-Emory Course Descriptions. Please place corresponding number beside each course on the accompanying course descriptions.

Comments: _____

**Transfer Credit Evaluation
Office for Undergraduate Education**

Date: _____

Section I	Personal Identification	
	Name	
	ID	
	E-Mail	
	Telephone	
	Signature of Student	

Applications without both Emory and non-Emory course descriptions will not be considered. See web site at: <http://www.college.emory.edu/current/courses/atlas/index.html> to obtain Emory course descriptions.

Section II Information about Courses

- (1) Attach official course descriptions and URL.
 (2) Include corresponding Emory equivalent course which you may obtain from Emory's website: <http://www.college.emory.edu/current/courses/atlas/index.html>
 (3) *Include statement if special circumstances apply, example A level courses, semester course continuation, Session I or II, etc.*

Institution	Course(s)	Term	# of Credits	Emory Equivalent	Dean's use only: Decision and Date:
1.					
2.					
3.					
4.					
5.					

Note to Student: Be sure to include the following items:

1. Host school description and URL
2. Emory College equivalent course description: obtain from <http://www.college.emory.edu/current/courses/atlas/index.html>

Section III	Signature of Dean or Director	Date Reviewed
		Date Approved

Comments _____

