

Transfer of Credits Form (New Brunswick)

Instructions

1. Transcripts:
 - a. If the credits are from Rutgers-no further action is needed.
 - b. If the credits are from another institution-obtain a copy of your **official** transcripts. For e-transcripts-have them sent to psmacademics@docs.rutgers.edu.
2. Navigate to the [form URL](#)
3. To find the Transfer of Credits Form, enter the following in the filter:
 - a. Location: New Brunswick | Piscataway
4. Send completed Transfer of Credit Form to psmacademics@docs.rutgers.edu with "Transfer of Credit Form" in the subject line

What to expect after you send your information

The MBS staff will review its contents. Someone will contact you if any additional clarification or information is needed. You will **NOT** receive an email confirmation when the process is complete.

To determine whether your credit transfer is approved, you can look at your transcript. When the change is approved, they will appear in the "Transfer Credits" section of your transcript (see below):

The screenshot shows a transcript interface. At the top, there is a checkbox labeled "Transfer Courses" which is checked and highlighted with a red box. Below this, there are two sections of a table representing transferred credits. The first section is for "Fall 2014" and the second is for "Spring 2015". Each section has a header row with columns: NAME, SCHOOL, DEPT, COURSE, SUPPL, SECTION, CREDITS, PREF, and GRADE. The data rows contain placeholder text "XXXXXXXXXXXXXXXXXXXX" for the first three columns and numerical values for CREDITS (3.0 and 1.0).

XXXXXXXXXXXXXXXXXXXX								
Fall 2014								
NAME	SCHOOL	DEPT	COURSE	SUPPL	SECTION	CREDITS	PREF	GRADE
XXXXXXXXXXXXXXXXXXXX						3.0		
XXXXXXXXXXXXXXXXXXXX						1.0		
Spring 2015								
NAME	SCHOOL	DEPT	COURSE	SUPPL	SECTION	CREDITS	PREF	GRADE
XXXXXXXXXXXXXXXXXXXX						3.0		

Please allow up to 10 business days for processing

The PSM Staff