

# 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 [psmforms@docs.rutgers.edu](mailto:psmforms@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 [psmforms@docs.rutgers.edu](mailto:psmforms@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):

<input checked="" type="checkbox"/> Transfer Courses									
XXXXXXXXXXXXXXXXXXXXXXXXXX									
Fall 2014									
NAME	SCHOOL	DEPT	COURSE	SUPL	SECTION	CREDITS	PREF	GRADE	
XXXXXXXXXXXXXXXXXXXXXXXXXX						3.0			
XXXXXXXXXXXXXXXXXXXXXXXXXX						1.0			
Spring 2015									
NAME	SCHOOL	DEPT	COURSE	SUPL	SECTION	CREDITS	PREF	GRADE	
XXXXXXXXXXXXXXXXXXXXXXXXXX						3.0			

Please allow up to 10 business days for processing

The PSM Staff