

**Request for Additional Baccalaureate Credit for International OR Equivalent College Credit**

(This request is used to gain unit credit for course work taken at an accredited college/university abroad or in the U.S., not granted upon admission)

General Instructions:

Requests will NOT be processed if information or any documentation is missing, or if official transcripts were not filed with the Office of Admissions at the time of your admission to SJSU. These requests are only for undergraduate students who have been formally admitted and enrolled at SJSU for at least one semester and who have not received credit for course work taken at an accredited college or university. This request form may be used to gain SJSU recognition of college-level work not granted at admission.

Please Note:

1. **If credit was not granted at admission.** Unit credit is only granted for courses completed at an accredited U.S. or international institution. Courses completed at the secondary level or at unaccredited institutions may not receive unit credit.
2. **If credit was granted at admission.** See your department for seeking equivalencies for major/minor/prep/support course work. **Do not use this form** for those equivalencies. These are approved on the Major, Minor, or internal equivalency forms in the department. This credit can be seen on the "external credit" tab on your degree progress report on-line on your my.sjsu.edu account, and brought to your department for review.
3. **If credit was taken at an unaccredited college or an accredited college that included the secondary-level.** Unit credit is not possible for these courses, nor may they be used for any GE requirements. Departments may use course (s) to waive preparation or support requirements, and then note this as waived on the Major/Minor Form.

Student instructions for requesting credit for course work taken at an accredited college or university, in which credit has not been granted at SJSU:

1. Carefully read all instructions before filling out request.
2. Fill out all student course information below, and carefully list course information for which you want credit. A separate form must be used for each department.
3. Attach all required documentation (student is responsible for obtaining these).
4. **Turn in your Request at the Evaluation's counter in the Student Service Center**, along with a self-addressed, stamped envelope. A copy of the final decision of your request will be sent to you in the mail only if a self-addressed, stamped envelope is attached.

*(Note: Requests will not be processed, and returned to student if instructions are not followed)***Departmental instructions:**

1. Evaluations, in the Office of Admissions, will complete the verification area below, then forward the request to the department for course recommendation.
2. Department will complete the recommendation area, and then forward the request to Evaluations, in the Office of Admissions (Extended Zip 0016).
3. Evaluations will update the student's record as appropriate (add comment in PS when done), send a copy of the decision to the student, if a self-addressed, stamped envelope is attached.

Name _____ SJSU ID: _____ Daytime phone _____

Email address _____ Entered SJSU _____ Last semester attended SJSU _____

Major _____ Major Advisor _____ Advisor's SJSU phone: _____ Applied for Graduation - yes ☐ no ☐ Anticipated Grad date _____**Required documentation to attach:**

- ☐ Complete transcripts (copies are acceptable) with course/exam highlighted
☐ Official course description (student typed descriptions are not acceptable) ☐ Graduation worksheet (if available)

Student's Course Information (one form for each department)				Verification of Accreditation and level of course work (To be completed by Evaluations in Admissions)	Recommendation from SJSU department offering equivalent course	
Course dept./ number/ and title	Grade	College or Univ Course was taken	Year/term taken	Maximum units possible:	Department Decision	SJSU course or equiv. requirement
				_____ lower division semester units _____ upper division units ☐ Secondary-level or unaccredited work; no units; course equivalency only	☐ approved for this student ☐ approved for all students ☐ denied	SJSU course equivalent: _____ ☐ Elective credit only
				_____ lower division semester units _____ upper division units ☐ Secondary-level or unaccredited work; no units; course equivalency only	☐ approved for this student ☐ approved for all students ☐ denied	SJSU course equivalent: _____ ☐ Elective credit only
				_____ lower division semester units _____ upper division units ☐ Secondary-level or unaccredited work; no units; course equivalency only	☐ approved for this student ☐ approved for all students ☐ denied	SJSU course equivalent: _____ ☐ Elective credit only

Student's signature

Date

Evaluator (print)

signature

Date

Department Chair signature

Date