



**Transfer Credit for General Education Courses
Request Form**

This form is to be completed by students requesting to transfer general education credit for coursework completed at another appropriately accredited academic institution. Note: a maximum of sixty (60) general education credits may be transferred in for Westcliff University undergraduate programs. Please refer to the Transfer Credit Policy for General Education Courses in the Student Handbook – Catalog for more information.

Student Information

Full Legal Name: _____
 Student ID #: _____ Date of Birth: _____
 Phone Number: _____ Email Address: _____
 Program of Study: _____ Program Start Date: _____

Transfer Credit Request

I am requesting that my previously completed coursework from the following institutions be reviewed to determine if I may transfer in credit to be applied toward my program of study:

Name of Institution Previously Attended	Country, State of Institution	Dates Attended	# of Credits Completed

In order for requests to be considered, the following must be included:

- Completed Request Form
- Official Transcripts

By signing below, I certify that I understand there is no guarantee of the transferability of credits.

Student Signature: _____ Date: _____

Return Course Waiver Credit Request Form to:

Westcliff University
 ATTN: Admissions and Records
 4199 Campus Drive, #650
 Irvine, CA 92612

Email: transcriptevals@westcliff.edu
 Phone: 888-491-8686
 Fax: 888-409-7306
 Website: www.westcliff.edu