Transfer Credit Pre-Approval

Instructions for Students:

Please complete form in full. Information regarding the transfer institution can be found in the transfer institution's catalog, course schedule or website. Please attach course descriptions for each course you want approved. Some departments may require you to provide a course syllabus (this is mandatory for course approvals for the Fine Arts and Human Diversity Requirements.)

Please obtain the signature of the respective Department Chair for each course you want approved.

Please return the completed form with appropriate signatures to the Office of Student Data & Registrar located in MHC 126 or by email registrar@stthomas.edu.

Upon completion of your course(s), be sure to have an official transcript sent directly to: Office of Student Data & Registrar, University of St. Thomas, MHC 126, Mail 5001, 2115 Summit Avenue, St. Paul, MN 55105.

Note: Enrollment at another institution may affect your financial aid eligibility at UST for the current and/or future terms. Please contact the University of St. Thomas Financial Aid Office for guidance.

Student First Name: Student Last Name: St. Thomas ID: