



Transfer Credit Evaluation Request

INCOMING STUDENTS

Please submit requests for transfer credit evaluation prior to or concurrent with your first semester of enrollment at Western Seminary.

CONTINUING STUDENTS

If you wish to enroll in a course at another institution with the purpose of transferring credits to Western Seminary, please obtain the Western Seminary Registrar's approval prior to enrolling in the course.

TRANSFER CREDIT EVALUATION POLICIES

1. Transfer credit is accepted from graduate institutions accredited by the Association of Theological Schools or regional accrediting associations.
2. Transfer credit is granted to students currently enrolled in or applying to enter a degree or diploma program.
3. The course(s) to be transferred must approximately parallel the Western Seminary course content (80% or higher equivalence), as judged by comparing course descriptions or course syllabi.
4. The coursework must have been completed within five years of the application for transfer credit evaluation.
5. The student is expected to bring current competency of the course material (i.e. current working knowledge of the subject matter, as well as knowledge of current issues in the field). In some instances, the student will be interviewed or examined by a designated faculty member.
6. Further information regarding transfer credit evaluation may be found in the Academic Catalog.

Name _____ Degree Program _____

Student ID _____ Previous/Other School _____

Equivalent course(s) at other school	Western Seminary course(s)
_____	_____
_____	_____
_____	_____
_____	_____

Please request an official transcript and course description(s) from the other school (unless these materials are already on file with your application). Your transcript must arrive in a sealed envelope in order to be considered official. Send this request form, your official transcript from the other school, and the corresponding course description(s) to your local campus office.

PORTLAND CAMPUS
 studentservices@westernseminary.edu
 5511 SE Hawthorne Blvd
 Portland, OR 97215-3367
 (877) 517-1800 or (503) 517-1800
 (503) 517-1801 fax

SAN JOSE CAMPUS
 Attn: Williana Purnama
 1000 S Park Victoria Dr
 Milpitas, CA 95035
 (877) 900-6889 or (408) 356-6889
 (408) 668-2800 fax

SACRAMENTO CAMPUS
 Attn: Lindsay McKinnon
 290 Technology Way Ste 200
 Rocklin, CA 95765
 (800) 250-7030 or (916) 488-3720
 (916) 488-3735 fax

OFFICE USE ONLY

Registrar _____ Date _____

Assistant Registrar _____ Date _____