Transfer Credit process at MIT

- GEO instructions for study abroad transfer credit: https://studyabroad.mit.edu/study-abroad/when-you-return
- Registrar’s details on Transfer Credit: https://registrar.mit.edu/registration-academics/transfer-credit

**Step 1 (Before departure):** Students must complete the study abroad worksheet and collect pre-approval signatures from the MIT Transfer Credit Examiner(s) for each planned course abroad. The pre-approval signature from the transfer credit examiner is essential to document how the credit will apply towards the MIT degree. Students will know before going abroad if the course is eligible for transfer credit. Be sure to ask the transfer credit examiner if a minimum grade is required.

**Step 2:** Request an official transcript from your host university to be sent to GEO at the mailing address below. *Tip: If you don’t know how to request a transcript, email the international student office at your host university or program provider contact.*

Mailing address for transcript:
MIT Global Education
77 Massachusetts Avenue E17-294
Cambridge, MA 02139

**Step 3:** GEO will upload an electronic copy of the transcript to your Horizons account once the transcript arrives in the mail. Check your Horizons account in the Additional Documents section to find an electronic copy of your transcript.

**Step 4:** Meet with the transfer credit examiner in each department granting you credit. Gather the e-copy of your transcript from Horizons, course syllabi, graded papers and exams, reading lists, and other relevant information from your courses and a Request for Additional Credit Form: https://registrar.mit.edu/sites/default/files/2018-12/transfer_credit_request_form.pdf

*Tip: Make sure the faculty member indicates the MIT course equivalent subject number on the form, the number of units (i.e., 12) and provides a signature. If there is no equivalent MIT subject, the faculty member may award elective credit.*

**Step 5:** Submit the Request for Additional Credit Form to GEO. Our office will review the form for any errors and file it directly with the Office of the Registrar. Transfer credit will be added to your MIT record when both your transcript and the signed Request for Additional Credit Form have been received by the Registrar’s Office. Transfer credit will appear on your MIT record with a grade of S, rather than a letter grade. This grade is not used in computing your term or cumulative grade point average, but the credit will count toward your Institute requirements. If you apply to graduate school in the future, we can write a letter describing your coursework and participation in the program.

**HASSE Requirement transfer credit procedures:**
1. First, contact the HASS Transfer Credit Examiner for the HASS field in which you are seeking credit and obtain the Examiner's signature of approval on the Request for Additional Credit Form.
2. Then, contact the SHASS Academic Administrator, Andrea Wirth at (617) 253-4441. She will also need to review the type of credit awarded. If it is general HASS Elective credit, she will sign the form and you should submit it to 5-117 or 7-104 (for transfer students).
3. If the Examiner has awarded credit with a specific MIT subject number and/or has recommended HASS Distribution credit, you will also need to email hassreq@mit.edu for a final signature.

**Note about HASS credit:** Generally, subjects taken outside of MIT are eligible for HASS elective credit only, with the HASS Transfer Credit Examiner’s approval. HASS Distribution transfer credit is usually not an option.

**FAQ’s:**

**Who is the Transfer Credit Examiner to approve my subjects?**
You should consult the Transfer Credit Examiner (TCE) list to determine who to contact. For example, if you took a literature course, then you would contact the TCE from the Literature department.

*Registrar’s Office Reminder: Students should consult the Transfer Credit Examiner before registering at another college to ensure the subject is suitable for transfer credit and to check if a minimum grade is required.*

**When is the deadline to submit the Request for Additional Credit Form?**
The completed form should be submitted to the Registrar's Office by the end of the eleventh week (drop date) of your first term back. If your transcript has not yet arrived to MIT in enough time to meet this deadline, the Registrar’s Office will work with our office to add the credit to your record after this date. You will not be penalized for a late transcript but do make sure to request it in advance.

**What if I don’t want or need transfer credit at MIT?**
Our office recommends that you request transfer credit, so you have the units reflected on your MIT record for use in your future. It can be helpful to show the additional coursework you completed when applying for graduate school. You can still request transfer credit for general elective credit towards the total number of units required for graduation. This can help reduce the number of units you need to take at MIT, or simply increase the number of units you took while at MIT.

**What if I didn’t pass a course?**
Transfer credit is similar to the Pass/No Record notations for subjects taken as a First Year student. If you did not pass a course abroad, then the course is not eligible for transfer credit and you would not complete the Request for Additional Credit for a failed subject.

**What do I do if I am applying for graduate school and I don’t have the transfer credit on my transcript?**
If you apply to graduate school in the future, we can write a letter describing your coursework and participation in the program. Contact our office at studyabroad@mit.edu to request a letter.