



# APPLICATION FOR ACADEMIC CREDIT FOR GRADUATE WORK DONE ELSEWHERE

**HARVARD UNIVERSITY**  
 Office of the Registrar  
 1350 Massachusetts Avenue, Suite 450  
 Cambridge, MA 02138  
[transcripts@fas.harvard.edu](mailto:transcripts@fas.harvard.edu) (617) 496-9488

**Instructions:**

- Complete this form in its entirety and submit it along with an original, official transcript to your Department for review.
- Your Department Administrator will send a secure scan of the transcript and the approved application to The Registrar's Office via [transcripts@fas.harvard.edu](mailto:transcripts@fas.harvard.edu) for final approval and processing

**Please note:**

- If your transcript is not in English you will need to provide an official translation at the time of submission.
- Only courses comparable to the level and merit of a Harvard GSAS course will be approved; credit is not given for undergraduate courses or thesis courses.
- Maximum allowable credit is 4 half-courses for Master's candidates and 8 half-courses for Doctoral candidates.
- You will be notified by email from The Registrar's Office when the credit has been applied to your academic record.

Last Name	First and Middle Name	Email
Student ID # (HUID)	Year in Graduate School	Department

**List the courses for which you are applying for graduate academic credit:**

Institution(s) and Year(s) Attended	Course Number	Course Title	Subject Matter of Course	Full/Half Course Equivalent	Grade	Department Approval Y/N

To be completed by the student's DGS (Director of Graduate Studies) or Chair before being sent to the Registrar's Office: <b>Please evaluate the content of the courses in question and indicate in the column above labeled "Y/N" which of the courses you approve before signing.</b>			
<b>DGS or Chair signature:</b>		<b>Number of Half-Courses approved by Department:</b>	<b>Date:</b>