



# APPLICATION FOR ACADEMIC CREDIT FOR GRADUATE WORK DONE ELSEWHERE

**HARVARD UNIVERSITY**  
 Office of the Registrar  
 1350 Massachusetts Avenue, Suite 450  
 Cambridge, MA 02138  
 enrollment@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 **official** transcript and the approved application to The Registrar’s Office via [enrollment@fas.harvard.edu](mailto:enrollment@fas.harvard.edu) for final approval. Approved credits will be processed within 5-7 business days and both documents can be found under *Other Education* in the student portal.

**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, graduate-level courses taken while enrolled as an undergraduate, audited courses or thesis courses.
- Maximum allowable credit is 16 credits for Master’s candidates and 8 half-courses for Doctoral candidates.
- A course must be taken for a letter grade (or the equivalent). With permission of the department, language courses taken on a pass/fail basis may receive academic credit.

Student Name	Harvard Student ID	Year in Graduate School	Department

List the courses you took while enrolled in a graduate program for which you are applying for graduate academic credit:

Institution (s)	Term and Year	Course Number	Course Title	Subject Matter of Course	Course format (in-person, hybrid, or remote)	Number of Credits (at host institution)	Department Approval Y/N	Registrar Use Only
								Harvard Credit Equivalent

To be completed by the student’s DGS (Director of Graduate Studies) or Chair before being sent to the Registrar’s Office:  
**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.**

DGS or Chair signature:		Number of total credits approved by Department:	Date:
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