



# POST-MATRICULATION CREDIT REQUEST FORM

RMU ID	Last Name	First Name	Major	RMU Email Address

Instructions:

1. Enter the course information as it appears in the university catalog/bulletin at the other institution.
2. Bring a course description and/or syllabus to the appropriate Department Head to secure transfer approval for a RMU equivalent.
3. If the course you are taking is required within your major, please take to the Dean of the school of YOUR Major for approval. If the course is a core requirement, please take to the Office of the Registrar, located in Patrick Henry 200.
4. If you are an international student this form **MUST** be taken to the Center for Global Engagement to obtain proper signatures before your request can be processed.
5. Once all required signatures have been obtained, please forward to the Colonial HUB **BEFORE** registering at the other institution.

Name of Other Institution	City, State of Institution (or specify campus)	Semester/Year of Planned Attendance

Other Institution Course Information		RMU Course Equivalent Information		
Course Number	Course Title	RMU Course Number	RMU Course Title	Department Head Signature

**I understand that approval, if granted, is contingent upon completion of the current semester with a CQPA of 2.0 or higher. It is also my responsibility to request an official, signed and sealed transcript to be sent to the Colonial HUB within one month of coursework completion.**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Dean Signature (if course is in the major) Date

\_\_\_\_\_  
Provost or Designees Signature (if core course) Date

\_\_\_\_\_  
Center for Global Engagement Signature (if required)

**To receive transfer credit you must submit this form to the Colonial Hub, Third Floor Patrick Henry Center, prior to enrollment in the course.**