



Office of the Registrar
 4500 Massachusetts Avenue, NW • Washington, DC 20016
 PHONE 202-885-8650
 EMAIL registrar@wesleyseminary.edu

TRANSFER OF CREDITS REQUEST

Pre-Course Transfer Approval Instructions:

1. Complete and sign the form. Use a separate form for each proposed course to be taken outside of Wesley.
2. Please include either a detailed course description or syllabus with your request.
3. The Registrar will send you a memo indicating whether a course has been pre-approved to transfer into your Wesley degree.
4. Please allow at least 10 business days to complete the request after all materials have been received.

Completed Coursework Transfer Instructions:

1. Complete and sign the form. Use a separate form for each institution where transfer work was completed.
2. An *official transcript* should be sent *directly* to the Office of the Registrar at Wesley Theological Seminary.
3. The Registrar will send you a memo indicating credits have been transferred to your Wesley transcript. A copy of the memo will be placed in your student file.
4. Please allow at least 10 business days to complete the request after all materials have been received.

Last Name

First Name

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Wesley ID #

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Date of Birth (mm/dd/yyyy)

Send Transfer memo to:	Address _____ _____
<input type="checkbox"/> Pick up in Office	City _____
	State _____ ZIP _____

Degree Program _____

Transfer from (institution): _____

Comments: _____

I authorize the Office of the Registrar to transfer _____ credits to my official transcript at Wesley Theological Seminary.

Signature _____

Date _____

Office Use Only

Request Received (all materials included) _____

Request Processed _____