



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

TRANSFER OF CREDITS REQUEST

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 ten working days to complete the request after all materials have been received.

Last Name						First Name					
Wesley ID #						Date of Birth (mm/dd/yyyy)					

Send transfer memo to:	Address _____
<input type="checkbox"/>	_____
Pick up in office	OR
	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	
Transcript Received	_____