



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)										
	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

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