

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 preapproved 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			
Wesley ID #					
Send Transfer memo to:		Address			
☐ Pick up in Office		City —			
		State		ZIP	
Degree Program					
Transfer from (institution):					
Comments:				_	
authorize the Of	fice of the Registrar to	transfercre	edits to my official trans	script at Wesley Theolo	ogical Seminary
Signature			Date		
		Office	Use Only		
	Request Received (all materials included)				
	Request Processed				Rev. 6/28/18