



**Transfer Credit Request Form**

Under limited circumstances, applicants may be awarded transfer credit for courses completed at the same degree level at other approved institutions. The maximum allowable number of transfer credits varies by degree program. Requests for transfer credit should be made prior to enrollment. Applicants should direct questions to an Admissions Representative.

***(A separate form must be completed for each course for which the applicant is seeking transfer credit)***

Name of Applicant: \_\_\_\_\_

Name of Course Previously Completed: \_\_\_\_\_

Name of Taft Course to be awarded credit: \_\_\_\_\_

Is the Catalog description of the course attached? Yes                      No  
(Page Number of the course description \_\_\_\_\_)

Has the course been completed within the past seven years? Yes                      No  
(Three years for courses in taxation.)  
(Semester course was completed on \_\_\_\_\_)

Is a transcript attached or previously submitted reflecting the grade and credit earned for the course? Yes                      No  
(Student copies are acceptable provided both sides are copied and explanatory notes attached)

Is documentation attached reflecting the minimum grade required for graduation from the awarding institution? Yes                      No  
(A Catalog or Student Handbook reference is normally sufficient.)

Have you submitted an *Application for Admission* form and paid the application fee? Yes                      No  
(Your application must be submitted concurrently with this form.)

Have you paid the transfer credit evaluation fee? Yes                      No  
(Your evaluation fee must be submitted concurrently with this form.)

**Fees may be paid by credit card at [www.ecomm.taft.edu](http://www.ecomm.taft.edu).**

If your answer to all of the above questions is "Yes", send this form and related documentation to:

William Howard Taft University  
3333 S. Wadsworth Blvd. #D-228  
Lakewood, CO 80227  
(303) 867-1155  
FAX: (303) 867-1156  
Attention: **Admissions Office**

***(Do Not Submit this form if the answer to any of the above questions is "No")***

Action Taken By the University: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date