



# Undergraduate Admissions External Transfer Course Request: New Undergraduates

Purpose: Used by newly admitted students who have not yet started at Marquette to determine transferability of courses taken at an external institution within the United States and are not already on an official transcript.

### Student Instructions:

- Complete Sections 1-2 of this form, using a computer.
  - complete one form for each institution you wish to attend.
  - a handwritten form will **not** be accepted.
  - an incomplete form will not be processed and will be returned to you for completion.
- Print the form using the 'Print Form' button. Sign form in Section 3; a digital signature is **not** acceptable.
- Submit the completed form to Undergraduate Admissions at [admissions-transfer@marquette.edu](mailto:admissions-transfer@marquette.edu).

### Undergraduate Admissions Instructions:

- Ensure the student is matriculated.
- Send documents to [otrdocs@marquette.edu](mailto:otrdocs@marquette.edu).

### College Instructions:

- Enter decision and comments in Section 2 for each course.
- In Section 4, use the ImageNow stamp to indicate the person who reviewed Section 2.
- Route to the OTR via ImageNow and notify the student.

### Section 1: New Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
 Last name, first name, middle name

Email \_\_\_\_\_@marquette.edu Phone \_\_\_\_\_

College \_\_\_\_\_ Major(s) \_\_\_\_\_

Admitted term  Fall  Spring  Summer Year (YYYY) \_\_\_\_\_

### Section 2: External Institution Course Information

Note: one form for each institution and term

Year/Term of external enrollment  Fall  Winter  Spring  Summer Year (YYYY) \_\_\_\_\_

Name of Institution \_\_\_\_\_ City/State or Country \_\_\_\_\_

Check one  Semester  Quarter System  Other (explain) \_\_\_\_\_

I plan to take the following course(s).

**For OTR & College Office Use ONLY**

External Course Subject/Number (e.g. ENG 101)	External Credits	External Course Title	OTR: MU Equivalent/ CORE	College: Decision/Comments
1.				
2.				
3.				
4.				

\*This evaluation is in effect for only the term indicated in Section 2 above and the decision of the college is dependent on the student supplying the correct external course information.

### Section 3: New Student Signature

I attest that all of the information above is true and correct and request that my college review the above course(s) for their transferability and equivalencies. I also understand that the course(s) listed above will only transfer to Marquette if listed on the official transcript sent directly to the Office of the Registrar. Furthermore, I acknowledge that in order for these courses to be accepted, it is my responsibility to know and fulfill all university and college degree/major requirements, including approval of how these transfer courses will fit into my degree plan, as well as the Transfer, the Residency and the Repeat policies.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 4: Reviewer's College Stamp