



Transfer Evaluation Request (TER) Form for U.S. schools

This form is used to determine if courses taken at another U.S. college or university are applicable to the Puget Sound degree. Cannot be used for study abroad. Complete one transfer evaluation request form per institution at least 4 weeks prior to registering for the desired course(s). Once you have completed steps 1-3 below please save as a PDF and email it to the Office of the Registrar for evaluation registrar@pugetsound.edu.

STEP 1: Student to complete all of the information in the fields below.

Student Personal Information	Transfer School Information
Student Name, UPS ID:	Name of Transfer College/University:
Intended Major(s)/Minor(s):	City, State of Transfer College/University:
Puget Sound Email:	Dates/Term of Study at Transfer College/University:
Puget Sound Academic Advisor:	Additional Information:

STEP 2: Fill out the first two columns with course information from the transfer school. Be prepared to provide a syllabus and any other relevant course documents for course evaluation review.

To receive elective or Core credit: Submit to the Office of the Registrar.

To receive major or minor credit: Bring this form, syllabi, and any other relevant course documents necessary for evaluation to the department chair/program director in which you seek major/minor course equivalencies. If the Chair/Director approves they will sign the form and submit to the Office of the Registrar.

Please be advised that if you plan to take courses off-site during the fall or spring semester while also enrolling for classes at Puget Sound, or if the other institution's term overlaps with Puget Sound's semester dates you will need to petition the Student Success Committee for concurrent enrollment.

Requested Course Title & Class Number	Credits	UPS Course Equivalency	Credit Equivalency (1 PS unit = 4 semester or 6 quarter credits)	Chair/Director Approval	Additional Notes

For Faculty Approvers Only: Unless indicated otherwise, course equivalency approvals will be added to the rules database of pre-approved courses. Please specify which requirement the course should fulfill. It may be helpful to refer to the requirement codes (e.g. RQ 5164, LN 30) from the academic advising report.

STEP 3: Save this fillable form as a PDF and submit it with any other paperwork for review via email to registrar@pugetsound.edu.

Office of the Registrar Signature:

Evaluation Date:

This form verifies the transfer eligibility of the course(s) listed. When signed by a Puget Sound Evaluator, the university accepts this study plan in principle. An evaluator's signature on this form will not excuse a student from university or department residency requirements. The final evaluation of transfer credit will be based upon the official academic credentials submitted. It is the student's responsibility to have an official transcript submitted immediately upon completion of the transfer course to the Office of the Registrar registrar@pugetsound.edu.