



Gordon-Conwell Theological Seminary

Transfer Credits: Request for Evaluation

When should I request a transfer evaluation?

It is recommended that a person submit this form and gain approval for a course to be transferred to GCTS **PRIOR TO** taking a class elsewhere. In the event that this is not possible or a course has already been completed in the past, please know there is no guarantee that transfer credits will be given.

How can I expedite the transfer evaluation process?

- ◆ Please make sure the Registration Office has received an official transcript for the course(s) under evaluation (listed in left column below).
- ◆ Submit course descriptions and syllabi from the courses.
- ◆ Consider the GCTS courses for which your classes taken elsewhere could count. (Do your best to fill in the right column below.)

Name: _____ Date: _____ Box: _____

ID#: _____ Phone: _____ Degree: _____

Institution(s) where course(s) will be/were taken: _____

**Course # and title
to be transferred:**

**Potential GCTS
course equivalents:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____