

Credit Transfer Application

Date: [Insert Date]

To,

The Registrar,
[University/College Name]
[University Address]
[City, State, Zip Code]

Subject: Application for Credit Transfer

Dear [Registrar's Name],

I, [Your Name], a current student of [Your Program/Department] with student ID [Your Student ID], am writing to formally request the transfer of credits from [Previous Institution Name] to [Current Institution Name].

Details of the course(s) for which I am seeking credit transfer are as follows:

- Course Title: [Course Title 1] - Credits: [Credits]
- Course Title: [Course Title 2] - Credits: [Credits]
- Course Title: [Course Title 3] - Credits: [Credits]

I have attached all relevant documents, including the syllabus and official transcripts from [Previous Institution Name]. I believe that these courses align with the current curriculum and appreciate your consideration of my request.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Program/Department]
[Contact Information]
[Email Address]