

# Transfer Credit Evaluation Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[University/College Name]  
[Office of Admissions/Registrar]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions/Registrar Officer's Name],

I hope this message finds you well. My name is [Your Name] and I am an international student who is planning to transfer to [University/College Name].

I am writing to formally request a transfer credit evaluation for the courses I have completed at [Current Institution Name] in [Your Country]. I would like to ensure that my academic credits are evaluated for transferability towards my degree program at [University/College Name].

Attached to this request, you will find the following documents:

- Transcripts from [Current Institution Name]
- Course syllabi for the completed courses
- Any additional documentation required by your office

Thank you for considering my request. I look forward to your prompt response regarding the evaluation process and any further steps I should take.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]