

Transfer Credit Evaluation Request for Semester Abroad

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Department/Office Name]

[Insert Institution Name]

[Insert Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a Transfer Credit Evaluation for courses I plan to take during my upcoming semester abroad at [Insert Host Institution Name] from [Insert Start Date] to [Insert End Date].

As part of my degree program in [Insert Degree Program], I am interested in transferring credits for the following courses:

- [Course Title 1] - [Course Code] - [Credit Hours]
- [Course Title 2] - [Course Code] - [Credit Hours]
- [Course Title 3] - [Course Code] - [Credit Hours]

I have attached the course descriptions and syllabi from [Insert Host Institution Name] for your review. I believe these courses are comparable to [Insert Corresponding Courses at Home Institution].

Thank you for considering my request. I look forward to your prompt response regarding the transferability of these credits.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Degree Program and Year]