



OFFICE OF ACADEMIC & STUDENT SUPPORT SERVICES  
50 Nightingale Hall ♦ 360 Huntington Avenue ♦ Boston, MA 02115  
Tel 617.373.2400 ♦ Fax 617.373.5545 ♦ www.northeastern.edu/cps

**REQUEST FOR TRANSFER CREDIT OR ASSESSMENT OF PRIOR LEARNING (APL)**

**Instructions:**

- Please attach an official transcript from each institution, official score reports, or prior learning portfolio.
- Review the transfer credit policy in the Student Handbook.
- Submit to the Office of Academic & Student Support Services and allow two to three weeks for the request to be processed.

**STUDENT INFORMATION**

Student name: \_\_\_\_\_  
*First (Given name)*
*Middle*
*Last (Family name)*

Mailing address: \_\_\_\_\_  
*Street*
*City*
*State*
*Zip code*

Primary telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Student ID: 000-\_\_\_\_\_ Current Degree and Major: \_\_\_\_\_

**Transfer Credit**

Name of institution, college-level proficiency examination (e.g., CLEP, AP, PEP, DANTES, Challenge exams), or Modern Language Proficiency Exam	Month and year of attendance or completion

**OR**  
**Assessment Prior Learning (APL)**

Course for which you are petitioning for prior learning credit	Faculty supervisor of APL	Date of completion

\_\_\_\_\_  
*Student signature* \_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY:** Date assigned: \_\_\_\_\_ Assigned to: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date complete: \_\_\_\_\_ Petition:  Accepted  Denied  
 Comments: