

3.3 Transfer course credit

Last name: _____ First name: _____ SID: _____

Email: _____ Phone: _____

Select Your Program: MSCMPE MSSE

(1) Student submits:

- A copy of the unofficial student transcript (my.sjsu.edu)
 - A copy of SJSU admission letter (front & back)
 - A copy of the course description & syllabus (for the course you intend to transfer)
 - A copy of the transcript for the course you intend to transfer
 - A SJSU Request for Validation of Transfer Credit (<http://tinyurl.com/zj5rgxm>)- GAPE forms
 - A copy of Program of Study
(cmpe.sjsu.edu > Students > Student Forms)
(*must be **completely typewritten** with courses to be taken*)
(if applicable, attach a weekly calendar of class schedule from MySJSU or passing challenge exam letter as proof of your passed conditions)
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(2) CMPE Department office

Tracking Number: _____ Time Stamp: _____

- Ask the student to make an appointment with Program Director
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(3) Program Director

Decision: _____ Initial: _____ Date: _____

(4) Student

- Picks up the package Time Stamp: _____