

Request Form to Enroll For Course(s) at Another Institution

This form must be completed by students requesting to enroll in course(s) at another institution as active continuing students of New Jersey City University. Upon student's completion of this form, it must be submitted to the Department Chairperson or the Director of General Education depending on the nature of the request for approval. Submit the completed form with approval to the Transfer Resource Center for processing.

Important filing instructions:

- In addition to completion of this form, course description(s) of NJCU and external course(s) must be provided as supplemental attachments.
- Approval of request must be granted prior to enrolling at another institution in order to successfully transfer course(s) into New Jersey City University. Failure of preapproval will result in no awarding of transfer credits.
- Credits will only be granted for courses completed at the college level (100+) with grades of C or better from regionally accredited institution.
- Upon completion of external course(s), an official electronic or physical transcript must be sent to New Jersey City University for evaluation of credits.

Student Information:

Last Name Telephone Number External Institution Name		First Name			NJCU Student ID Number		
		NJCU Email	NJCU Email Address			Major	
		Major or General Education Course		urse	Term of Enrollment		
Course Inform	mation:						
External Cou	rse(s):		Internal NJC	J Course(s):			
Catalog #	Course Title	Credits	Catalog #	Course	Title	Credits	
Catalog #	Course Title	Credits	Catalog #	Course	Title	Credits	
Catalog #	Course Title	Credits	Catalog #	Course	Course Title		
Student Signature						ate	
For Departm	ent Chairperson/Direct	or Use Only:	_ Approved		_	Not Approved	
Department Chairperson/Director Signature					D	Date	
For Transfer	Resource Center Comm	ent Use Only:					

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