UNIVERSITY OF DELAWARE
GRADUATE COLLEGE

Last updated
August 2026

REQUEST FOR EXTERNAL GRADUATE TRANSFER CREDIT (EGTC form)

POLICIES - Please read before completing this form.

U.S. schools must be regionally accredited or have other accreditation pre-approved by the Graduate College. Courses from institutions outside the U.S. are generally not transferable and require pre-approved by the Graduate College.

Courses must be taken at the Graduate-level and would fulfill a degree requirement at the other school (those taught exclusively as non-degree would not transfer).

Courses which fulfilled a requirement for another earned college-level degree are not transferable.

Courses must be taken for a standard letter grade and earn a "B" or higher. Courses taken for a Pass/Fail or "credit" grade are not transferable, even if the equivalent UD course is taught Pass/Fail.

Courses must have been taken no more than 5 years before being admitted to the UD Graduate program.

No more than 9 cr. of Graduate-level coursework may be transferred (includes courses taken elsewhere, while a UD Undergraduate, or earned through UD CEND). Only credits, not grades nor quality points, will transfer.

An official transcript must be sent directly from the other school to UD. Unofficial transcripts will not be accepted.

Full policy & instructions:
udel.edu/academics/registrar/students/transfer-credit/grad-external
Direct questions to gradstudentforms@udel.edu

INSTRUCTIONS - This is a fillable PDF. Please type all information.

Student:	**Request an official transcript** sent directly from the school to UD Graduate Admissions (gradadmissions@udel.edu). **Complete Section 1 and 2** of this EGTC form. Save the PDF. From your udel.edu address, email the completed EGTC to your Graduate Program Coordinator for review/approval. In the subject of your email, include your full name, UDID, "External Graduate Transfer Credit", and the name of the school. **If your official transcript is not yet at UD when you email this EGTC to your Coordinator,** attach a screenshot of your unofficial transcript or student record from the other school (showing the courses, credits, and grades earned). Your Coordinator will use the screenshot for an initial review only. **If you completed a prior degree at the institution:** request a letter or email from the school's Registrar's Office confirming that none of the transferable courses fulfilled requirements for the prior undergraduate/graduate degree. Ask the school to send this directly to your Graduate Program Coordinator, and ask your Coordinator to attach it to their approval message.
Graduate Program **Coordinator**:	Review Section 1, 2, and attachments. Confirm the student earned credit for the course at the other school, with a letter grade of "B" or higher, and that the requested course meets UD policies above. If applicable, confirm the course was not used toward a prior degree (letter or email required from other school - see student section above). Request additional information from the student if needed. Confirm the student has ordered an official transcript from the other school, or that this is already in the student's Grad Slate Admissions record. From your udel.edu address, forward the student's message (including EGTC and applicable attachments) to the Graduate Program Director, confirming in the message: "I approve this request." The full email thread serves in lieu of a signature.
Graduate Program **Director**:	Review Section 1, 2, attachments, and any notes provided by the Graduate Program Coordinator. From your udel.edu address, forward the full email thread (including EGTC form and applicable attachments) to gradstudentforms@udel.edu, confirming in the message: "I approve this request." The full email thread serves in lieu of a signature. The Graduate College will review and log the form, then route it to the Registrar's Office for processing.

SECTION 1: STUDENT, PROGRAM & COLLEGE INFORMATION

Student Name:	Student UDID:	Student UD Email:	Student Telephone Number:

Title of UD Graduate Program:	Graduate Program Admit Term:
College for this Graduate Program:	Expected Graduation Term (EGT):

Graduate Program Coordinator Name:	Graduate Director Name:
Graduate Program Coordinator Email:	Graduate Director Email:

SECTION 2: EXTERNAL COURSES REQUESTED TO TRANSFER

EXTERNAL INSTITUTION INFORMATION (School Name, City, State, Country)	Term(s) of Attendance *(ex. Fall 2024)*

EXTERNAL COURSE(S)			UNIVERSITY OF DELAWARE EQUIVALENT COURSE(S)		
Course # *(ex. ENGL800)*	Course Title	Credits	Course # *(ex. ENGL800)*	Course Title	Credits