TRANSFER CREDIT REQUEST FORM

Admissions Office
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Section 1 – To be completed by the student		
Name (Last, First, Middle):		
Student ID#:	E-Mail:	
Address (Street, City, State, Zip):		
Home Phone:	Cell Phone:	Work Phone:

Section 2 – To be completed by the student (separate form required for each school)						
Course(s) Transferred From (Name of School):						
Address (Street, City, State, Zip):						
Phone:	Website:					
Courses to be transferred (each course must be approved individually):						
Transfer Courses			*ICCS Equivalent Courses*			
Course#	**Course Title**	**Credit**	**Course #**	**Course Title**	**Credit**	**Office**

Credit may be awarded for courses transferred from an accredited institution recognized by the US Department of Education. Transferred course credit must be equivalent to the ICCS instruction, apply directly to the intended program (including elective credit), and must have been awarded a grade of "C" or better. If ICCS does not teach the course being transferred (or a recognized equivalent course), it may only be used for elective credit towards a degree program. A student must satisfy at least 25% of course requirements through ICCS courses.

TOTAL TRANSFER CREDIT: _____ HRS

Section 3 – To be completed by the student and a school representative	
NOTE: Students are assessed a fee of $20.00 for each transferred course.	Date:
Student Name:	Signature:
School Representative:	Signature: