

Transfer Credit

Step 1 (Before departure): Students must complete the [study abroad worksheet](#) (semester) or [study abroad worksheet](#) (summer) and obtain pre-approval signatures from [the MIT Transfer Credit Examiner\(s\)](#) for each planned course abroad. The pre-approval signature from the transfer credit examiner is essential to document how the credit will apply towards the MIT degree. Students will know before going abroad if the course is eligible for transfer credit. Be sure also to ask the transfer credit examiner if a minimum grade is required.

Step 2 (After you arrive in country for your study abroad program): Request an official transcript from your host university to be sent to MISTI at the mailing address below. *Tip: If you don't know how to request a transcript, email the international student office at your host university or program provider contact.*

Mailing address for transcript:

*MIT International Science and Technology Initiatives
1 Amherst Street, E40-4th Floor
Cambridge, MA 02139*

Step 3 (Once transcript from your study abroad program is available): MISTI will upload an electronic copy of your transcript to the Terra Dotta application system once the transcript arrives in the mail. Check your Terra Dotta account to find an electronic copy of your transcript.

Step 4 (Upon return to MIT):

Meet with [the transfer credit examiner](#) in each department that pre-approved you transfer credit (if you need more information regarding HASS transfer credit examiners also check [here](#)). Gather the e-copy of your transcript from Terra Dotta, course syllabi, graded papers and exams, reading lists, and other relevant information from your courses and bring a filled-out [Request for Additional Credit Form](#).

As part of this step, you will need to secure additional approvals on the Request for Additional Credit Form for HASS subjects (see the bottom of the form). Follow this process to secure these approvals:

Contact the HASS Academic Administrator, [Andrea Wirth](#) at (617) 253-4441. She will also need to review the type of credit awarded. If it is general HASS Elective credit, she will sign the form and you should submit it to MISTI. If the Examiner has awarded credit with a specific MIT subject number and/or has recommended HASS Distribution credit, you will also need to contact the Assistant Dean for the Communication and HASS Requirements, [Patricia Fernandes](#), at (617) 253-2313.

Note about HASS credit: Generally, subjects taken outside of MIT are eligible for HASS elective credit only, with the HASS Transfer Credit Examiner's approval. HASS Distribution transfer credit is usually not an option.

Tip: Make sure that for each subject successfully completed abroad the transfer credit examiner indicates the equivalent MIT subject number and the number of units (i.e., 12) on the form, and provides a signature. If there is no equivalent MIT subject, the transfer credit examiner may award elective credit or assign special subject number.

Step 5 (Upon return to MIT): Submit the [Request for Additional Credit Form](#) to MISTI. Our office will review the form for completeness and will file it directly with the Registrar's Office. Transfer credit will be added to your MIT record when both your transcript and the completed and signed [Request for Additional Credit Form](#) have been received by the Registrar's Office. Transfer credit will appear on your MIT record with a letter S, rather than a letter grade. The letter S signifies that you successfully completed a subject but it is not used in computing your term or cumulative grade point average. The credit for the subject will count toward your Institute requirements. If you apply to graduate school in the future, we can provide a letter for the graduate school explaining these transfer credit policies and confirming your participation in the study abroad program.

For more details on transfer credit visit MIT's Registrar's Office website at <https://registrar.mit.edu/registration-academics/transfer-credit>.

FAQ's:

Who is the Transfer Credit Examiner to approve my subjects?

You should consult the [Transfer Credit Examiner](#) (TCE) list to determine whom to contact. For example, if you took a literature course, then you would contact the TCE from the Literature department. *Registrar's Office Reminder: Students should consult the Transfer Credit Examiner before starting a study abroad program to ensure the subject is suitable for transfer credit and to check if a minimum grade is required.*

When is the deadline to submit the Request for Additional Credit Form?

The completed form should be submitted to the Registrar's Office by the end of the eleventh week (drop date) of your first term back. If your transcript has not yet arrived to MIT in enough time to meet this deadline, the Registrar's Office will work with MISTI to add the credit to your record after this date. You will not be penalized for a late transcript, but do make sure to request the transcript from the host institution at the beginning of your study abroad program.

What if I don't want or need transfer credit at MIT?

MISTI recommends that you request transfer credit, so you have the units reflected on your MIT record for possible use in the future. It can be helpful to show the additional coursework you completed when applying for graduate school. You can request transfer credit for general elective credit towards the total number of units required for graduation. This can help reduce the number of units you need to take at MIT, or simply increase the number of units you took while at MIT.

What if I didn't pass a course?

Transfer credit is similar to the Pass/No Record notations for subjects taken Freshmen year. If you did not pass a course abroad, then the course is not eligible for transfer credit. You would not complete the Request for Additional Credit for a failed subject and the subject would not appear on your MIT transcript.

What do I do if I am applying for graduate school and I don't have the transfer credit on my transcript?

If you apply to graduate school in the future and need a confirmation that you participated in a particular study abroad program sometime during your undergraduate years, MISTI can provide you with a letter confirming your participation in the program. Contact our office at misti@mit.edu to request a letter.