

Request for Evaluation of Course Work from Another Institution

When you plan to attend another school while also attending CSULB, you should file a “Request for Evaluation of Course Work from Another Institution” prior to enrolling elsewhere. Enrollment Services will review the course(s) listed in which you plan to enroll and notify you as to how the course(s) will count towards your CSULB degree program. The earlier we receive your form, the sooner we can reply.

Note to POSTBACCALAUREATE STUDENTS (those seeking a Master’s degree, second Bachelor’s degree, certificate or credential): Please see your department advisor before enrolling in course work elsewhere, as there may be specific limitations. You should not submit this form to Enrollment Services.

If you will not be attending CSULB while attending another institution, you will also need to submit an “Application for Educational Leave” form to Enrollment Services. If you do not have an approved Educational Leave on file, you will not be able to register for the next semester, will have to re-apply to CSULB, and may be subject to the requirements of the university Catalog dated the year you re-apply.

On the “Request for Evaluation of Course Work from Another Institution” form you will need to provide: the institution’s name where you are planning to enroll; the term in which you plan to enroll; and the department name, course title, course number, and the unit value for the course(s) in which you plan to enroll. You will also indicate how you plan to use each course, i.e., for General Education, major, or elective credit. **Note: transfer courses you wish to use for your major must be approved by the major department. Please see your department advisor.**

Please submit the completed form to the Enrollment Services windows in the Brotman Hall courtyard, or you may mail it to the address noted below. You do not need to include this instruction sheet.

Enrollment Services will respond to your Request via e-mail. Keep your current e-mail address up-to-date so that this and other important notices reach you. You can update all contact information, including your e-mail address, through MyCSULB (my.csulb.edu).

An official transcript must be submitted once you have completed the course(s) elsewhere. Your CSULB records will then be updated to reflect this course work. Please send all official transcripts to the address noted below:

**OFFICE OF ENROLLMENT SERVICES
CALIFORNIA STATE UNIVERSITY, LONG BEACH
1250 BELLFLOWER BOULEVARD
LONG BEACH, CA 90840-0106**

California State University, Long Beach

Enrollment Services

Request for Evaluation of Course Work from Another Institution

Name: (Last, First, MI) _____ Student ID No. _____

Phone # _____ E-mail address: _____ Major: _____

Signature: _____ Date: _____

Please check if any of the following apply:

- Financial Aid – check only if you have submitted a “Request to Increase Pell Payment due to Concurrent Enrollment” form with the Financial Aid Office.
- Graduating Senior – expected date of graduation: _____
- Veteran Benefits

<u>Course work I plan to take elsewhere:</u>				
College: _____		Term and Year: _____		
Department <i>e.g., Psych</i>	Course # <i>e.g., 5</i>	Title <i>e.g., Introduction to Psychology</i>	Units <i>e.g., 3</i>	Course will be used to fulfill: <i>Indicate “GE,” “Major” or “Elective”</i>

College: _____ Term and Year: _____				
Department <i>e.g., Psych</i>	Course # <i>e.g., 5</i>	Title <i>e.g., Introduction to Psychology</i>	Units <i>e.g., 3</i>	Course will be used to fulfill: <i>Indicate “GE,” “Major” or “Elective”</i>

Enrollment Services use only:

Units granted _____ Notes: _____
Units denied _____
Subject credit _____
Transcript due _____