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- 1.) Include a copy of the course descriptions.
- 2.) Attach a typed letter indicating a reason for the request.
- 3.) Get all appropriate signatures.
- 4.) Submit approved form to the transcript evaluator in Vodra Hall 101.
- 5.) Request an official transcript from the other institution immediately after completing the course(s) and have it sent to:

Transfer Evaluator  
 New Jersey City University  
 University Advisement Center  
 2039 Kennedy Boulevard  
 Jersey City, New Jersey 07305 - 1597

Current \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

NOTE: Transfer credits will only be granted for grades of C or better. Please return this form to the Transfer Evaluator in the University Advisement Center in Vodra Hall.

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