

## Notes on Request for Transfer Credit Approval

Take note of the following points when submitting an application form “Request for Credit Transfer Approval” so that credits earned at a host university may be certified as home credits required for graduation from the College of Arts and Sciences.

1. Concerning the courses that may be replaced and the maximum number of the transferable credits, thoroughly check the applicable clauses in the “College of Arts and Sciences Undergraduate Student Handbook II” issued at the year of matriculation to the Senior Division. You cannot have credits transferred toward any home credits for courses you have completed before studying abroad.
2. Upon applying for credit transfer, please consult with your Program Director before studying abroad and review your study plan carefully.
3. Application for credit transfer may be accepted once per one period of study abroad.
4. The application period will be set twice a year (May and November (tentative)). Make sure to check the notifications which will be posted on the bulletin board located in front of the PEAK/GPEAK Section and on the website for Senior Division students.
5. As indicated in the student handbook, credit transfer will be approved based upon evaluation and screening by the relevant committees of the university. Credit transfer you apply for will not always be approved.
6. Download the Excel form of “Request for Transfer Credit Approval” from the website, fill out the required fields and print both sides of the sheet. Make sure to obtain the seal or signature by your Program Director on the front of the sheet and then submit it to the counter of PEAK/GPEAK Section together with other necessary documents. In addition to the submission, send the Excel form via email to the PEAK/GPEAK Section.

Submit to: PEAK/GPEAK Section (Counter no.2, Administration Bldg. 1F)
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Email to: <a href="mailto:peak.admin@adm.c.u-tokyo.ac.jp">peak.admin@adm.c.u-tokyo.ac.jp</a>
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7. The transferred credits will be shown on your academic record through the UTAS from mid- January (tentative). The notification will be sent via email to each applicant.

### Required documents

- “Request for Transfer Credit Approval” from
- Academic Transcript (Original issued by the host university plus a photocopy)
- Materials on the classes you have taken while studying abroad (For each course separately, make A4 size photocopies of the time table, syllabus, student handbook etc. issued by the host university)
- Course descriptions (Make a report for each course separately)