

1

Submit an application for a summer course at another university by Monday, May 23, 2022.

2

Award details go out on Monday, June 6, 2022.

3

File the Request for Registrar Transfer Credit form and, if the course is needed for your major, the SoE transfer pre-approval form (see below).

4

If any changes are made to your proposed transfer course, email Martha Schmidhauser.

5

Take the course! Have fun, and make sure to receive a "C" or better.

6

Request that the institution send an official FINAL transcript to the Stanford University Registrar's Office by September 30, 2022.

7

Your Stanford transcript is reviewed to confirm completion of courses applied for.

8

SSG award payments are processed after adjustments are made (if needed) and all steps are completed.

Important Dates and Information

- ▶ For any questions related to SSG, please email Martha Schmidhauser at marthas1@stanford.edu.
- ▶ A list of courses previously approved for transfer credit can be found on the Registrar's transfer website.
- ▶ Submit a description of the off campus course (college, course title, number, and description) and the equivalent Stanford course and your four-year plan for a complete application.
- ▶ To accept or decline the SSG award email Martha Schmidhauser by June 13, 2022.
- ▶ A direct deposit payment will be sent to your bank account designated on Axess; otherwise a check will be sent to your mailing address listed in Axess.
- ▶ Reimbursement material deadline: September 30, 2022. We expect payments to be processed starting in September 2022.

Filing a Petition for Pre-Approval

- For transfer work to be recorded on your transcript, you will need to file a Transfer Credit Evaluation petition using the Axess eForm.
- Review the Registrar's Office process and guidelines before linking to the Student eForm transfer petition on Axess

Filing a School of Engineering Request to Transfer Credit Form

- To use course for engineering major, go to the Transfers-AP-Exceptions page of the UGHB website and download SoE petition to Transfer Credit form; instructions are on the site and on the form.
- Link: <https://ughb.stanford.edu/transfers-ap-exceptions/transfer-requests>
- Bring petition documents to Huang 135 (or email to Darlene Lazar at dlazar@stanford.edu)

Submitting an Official Final Transcript from your course institution to Stanford.

- E-transcripts - send to TransCredTranscripts@lists.stanford.edu
- Sealed paper transcripts - deliver in person or via mail to the Student Services Center at 459 Lagunita Drive -Suite 7, Tresidder Memorial Union, 2nd Floor Stanford, CA 94305.
- Student Services Center Office hours are Monday - Friday 12:00 - 5:00pm.
- Submit an unofficial copy of your transcript and your original registration receipt (proof of payment) that shows your name, along with the method of payment to Martha Schmidhauser in Huang 135.