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Submit an application for a summer course at another university by Monday, May 22, 2023.

2

Award details go out on Monday, June 5, 2023.

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, 2023.

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 12, 2023.
- ▶ A direct deposit payment will be sent to your bank account designated in Axxess; otherwise a check will be sent to your mailing address listed in Axxess. Payments will be processed once coursework has been completed with a passing grade and all supporting documentation has been received.

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 Axxess eForm.
- Review the Registrar’s Office process and guidelines before linking to the Student eForm transfer petition on Axxess

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 4, Tresidder Memorial Union, 2nd Floor Stanford, CA 94305.
- Email an electronic copy of your unofficial transcript and your original registration receipt (proof of payment) that shows your name, along with the method of payment to Martha Schmidhauser @ marthas1@stanford.edu.