HOFSTRA UNIVERSITY®
OFFICE OF ACADEMIC RECORDS
207 Memorial Hall
126 Hofstra University
Hempstead, New York 11549-1260

GRADUATE STUDENTS
APPLICATION FOR PERMISSION TO ENROLL FOR COURSES AT ANOTHER INSTITUTION

Semester or session during which course(s) shall be taken:

❑ Fall ❑ January ❑ Spring ❑ Summer I ❑ Summer II ❑ Summer III 20_____

The following form is to be completed by the student as indicated (please print in ink). The student is responsible for obtaining the approval of the appropriate Hofstra departmental chairperson as well as the student's major adviser. The student is required to present the catalog of the other institution at the time of the request for approval. The student must also receive permission from the coordinator of graduate programs. Upon completion, please **return this form to the Welcome Desk in 206 Memorial Hall**.

I, (print name) _____, student ID number _____,

street address _____ city _____ state _____ ZIP _____,

request permission to enroll at _____
NAME OF UNIVERSITY OR COLLEGE LOCATION

for the following courses:

To be completed by student			Equivalent Hofstra Courses To be completed by appropriate departmental chairperson			
Department	Course #	Sem. Hrs.	Department	Course #	Sem. Hrs.	Departmental Signature
1.						
2.						
3.						
4.						
5.						

I plan to graduate at the end of the semester covered above. ❑ Yes ❑ No

Student Signature _____ **Date** _____

APPROVAL SIGNATURES

_____ _____
MAJOR ADVISER/COORDINATOR DATE

The above student is in good standing and has the approval of Hofstra University to register for the courses indicated.

_____ _____
CHAIRPERSON OF MAJOR DEPARTMENT DATE

_____ _____ _____
ASSOC. PROVOST (as required) DATE ACADEMIC RECORDS ADMINISTRATOR DATE

Credit will be applied upon receipt by Hofstra of an official transcript of completed courses. Please have transcripts directed to the Office of Academic Records, 207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260.

*Please see *Graduate Studies Bulletin* regulations pertaining to the resident requirement.
*Students must earn a minimum grade of B- in order to receive transfer credit.