



First-Year Student - College Credit Evaluation Form

To be evaluated for college credit, you must submit the following three documents: a detailed syllabus, an official college transcript, and this completed form. For a timely review, all materials should be submitted by June 1st. Please use the [Stevens Student Portal](#) to upload this form and a detailed syllabus for each course. Your official college transcript should be sent directly to Stevens from the institution awarding credit. **Please note:** This form is not required for AP courses.

For a course taken at a college campus, a minimum grade of C must be earned. For a course taken at your high school for which a college is giving credit, a minimum grade of A- is required. Please [review our transfer credit website](#) thoroughly if you have questions about what is required to have your courses evaluated for possible transfer credit.

In the table below, please list any courses you wish to have evaluated for credit. Your high school counselor must sign the form to certify the information provided. The first line is an example.

Course #	Course Title	Institution	Class Location (HS/College)	# of Credits	Grade	Term
<i>BUS 101</i>	<i>Intro to Business</i>	<i>Raritan Valley CC</i>	<i>College</i>	<i>3</i>	<i>B</i>	<i>Spring 2016</i>

Incoming First-Year Student

High School Counselor

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

If you have any questions about credit transfers, please email admissions@stevens.edu or call us at 201-216-5194.