When students wish to take courses at another institution and transfer them back as credit towards the Richmond degree, there are three steps to be followed:

1. The student researches options and selects some possible courses.
2. The Registry approves the transfer credit equivalents, i.e. which Richmond courses would transfer in.
3. Once the student and their academic advisor have the course equivalents, together they work out how the courses would fit in to the degree plan.

**What the Registry needs:**

1. The institution’s name and address, so that the accreditation/recognition status can be verified.
2. Course codes (and course descriptions if not available on the website) for the courses selected.

**Please complete the details below and email this form to registryservices@richmond.ac.uk**

|  |  |
| --- | --- |
| Student name: | ID No: |
| Name of the institution where student intends to study (please include institution website address): |
| Course start and end dates: |
| Please list **course codes** and **course titles** here.**\*If the institution does not have a catalog or readily available course descriptions online, please attach the course descriptions to this form.** |