

Request Form for Credit Transfer

Before completing this form, please read the instructions on the back carefully!

A. Personal Information

Last name	
First name	
Date of birth (dd/mm/yyyy)	

B. Education

Official name of your university or college			
City			
Country			
Website			
Attended from (dd/mm/yyyy)		To (dd/mm/yyyy)	
Please indicate the grading system used		<input type="checkbox"/> A-F (A being the highest grade) <input type="checkbox"/> 1-10 (10 being the highest grade) <input type="checkbox"/> Other	

C. Credit transfer information

What is your intended concentration at University College Maastricht?

<input type="checkbox"/> Social Sciences	<input type="checkbox"/> Humanities	<input type="checkbox"/> Sciences	<input type="checkbox"/> Undecided
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Please write below the official names of courses, indicating grades and credits earned

Course	Grade	Credits	Date exam

Please include the following information with your request

<input type="checkbox"/> Certified transcript with grades and credits earned <input type="checkbox"/> Official information on the course(s) content
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Instructions for Credit Transfer

Who can apply for credit transfer?

If you have completed course work on a level that is comparable with the course level at University College Maastricht at a recognized and/or accredited institution for higher education you can apply as a transfer student. Community and Junior College courses will not be taken into account. All transfer students must fulfil the admissions requirements as set by UCM. Credits that are needed to meet the basic admissions criteria cannot be considered for transfer.

How does the credit transfer procedure work?

After the Board of Admissions has admitted you to the College, the Examination Committee evaluates credits for transfer on an individual basis. After the Examination Committee has decided which credits are allowed to be transferred, you will be informed on this in writing. This letter will inform you on the total amount of transferable credits. Please be informed, the maximum amount of credits a student is allowed to transfer is 60 ECTS (or two semesters). During the introduction week, you will have a meeting with the Examination Committee in order to discuss your credit transfer possibilities. It should be mentioned that the transferred credits will highly influence the options a student has with regards to the choice of the concentration and the composition of the individual program with respect to profile and course level. The decision on transfer will be finalized after this meeting with the Examination Committee.

How to apply for credit transfer?

Please answer all questions on the credit transfer request form and add all relevant information requested. Make sure the information provided can be easily demonstrated. The more information supplied, the better the Examination Committee is able to decide on transfer of credits.

Please upload the completed request form for credit transfer and all required documents together with your application via the My UM portal.

Please note that all documents provided in any language other than English, German, French or Dutch should be accompanied by an official translation in English.