Transferring Credits from Outside Yale

If you are considering taking a course at another University for credit or to satisfy a requirement, familiarize yourself with the credit transfer policies in the YCPS, Section P. “Credit from Other Universities”

Highlights: Study undertaken in the United States must be at a four-year accredited institution that grants a bachelor’s degree in the arts and sciences. Foreign study must be completed at a university or other approved institution.

- In order for credit to be given for a course completed at another college or university, the number of contact hours for the course must equal or exceed the number of contact hours for an equivalent course offered in Yale College during the fall or spring term, and the length of term (from the first to the last day of classes) must be at least four consecutive weeks.
- A student who has studied at an American university, or abroad on a program sponsored by an American university, must provide the office of the residential college dean with an official transcript of the work completed.

Before you take a non-Yale course consult the Dean and the relevant DUS for preliminary approval. Send a copy of the course syllabus to the DUS and a completed copy of the Outside University Credit Transfer Checklist to the Dean.

Once you have completed an outside course:

Step 1. Send the Dean’s Office a copy of your official transcript (does not apply to participants in Study Abroad programs via Yale CIPE):

In order for a transcript to be considered official, it must be mailed to:

Ezra Stiles College Dean’s Office
Attn: McKenzie Granata
PO Box 208218
New Haven, CT 06520-8218

Institutions which issue electronic* official transcripts should direct the link to:
mckenzie.granata@yale.edu

*please note that an electronic image of an official transcript is not the same as an electronic official transcript.

We cannot accept an official transcript which has been mailed to you or another person at Yale, even if it is unopened. Please do not send your transcript to the Yale University Registrar’s Office.

Official transcripts for Study Abroad courses taken via the Center for International and Professional Experience (CIPE) will be transmitted to our office by CIPE and are considered official as verified by that office.

Step 2. Complete the Outside University Credit Transfer Checklist – Fill out the checklist, be sure to attach the requested documentation, submit the checklist and documentation with your other forms to the Dean’s Office. [For students not currently enrolled at Yale, complete the checklist and embed links to requested documentation where prompted by the form – then submit via email]
Step 3. **Transfer the course/credit to your Yale Academic Record** (see note re: Summer Session below) by submitting a [Request to Add Coursework Completed Outside Yale](#) along with your completed checklist and required documentation to the Dean’s office.

- Courses in Yale Summer Session are not considered outside courses, and there is no limit on the number of such courses that a student may offer toward the requirements of the bachelor’s degree; see “Courses in Yale Summer Session” in [section K](#). All courses completed in Yale Summer Session will be entered on the Yale College record.

Step 4. (Optional) **Apply for Distributional Credit** if you would like the credit to count toward a distributional requirement, submit a [Request to Apply Outside Credit Toward Distributional Requirements](#) along with your other paperwork to the Dean’s Office.

- Summer session, study abroad, and any courses transferred in from outside of Yale do not automatically count toward credit for distributional requirements. You must complete [submit a request](#) for the course to satisfy the requirement, see McKenzie for the form or more information.