



Graduate Transfer Credit Request Workflow User Guide

Graduate students can utilize the GRAD: Transfer Credit Request form to request transfer credit. Students should refer to the Graduate School [catalog](#) for academic regulations.

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Navigating to the Graduate Transfer Credit Request Workflow

1. Open the GRAD: Transfer Credit Request Workflow at <https://vanderbilt.kualibuild.com/app/67ddba2f71573a02816714f3/run>.
2. The GRAD: Transfer Credit Request Workflow form will open. First Name, Last Name, and Email Address will pre-populate.
3. Note the policy and process requirements. Transfer credit will not be processed unless an official transcript with qualifying grades has been received.

Request for Transfer Credit - Graduate School

Graduate credit may be transferred from graduate schools in accredited institutions, including prior graduate degrees at Vanderbilt University. Transfer is made only on the recommendation of the chair or director of graduate studies of the major department and approval of the Graduate School.

Please see the Graduate School Catalog for additional information and policies.

An official transcript must be on file in YES before this request will be processed.

First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text" value="vanderbilt.edu"/>

Completing the Form

1. Select your program from the drop-down menu.

Select the applicable program: *

Graduate Doctoral Degree

Engineering Schl Undergraduate

This form relies on an automatically spaced grid. Administrati

2. Select your department from the drop-down menu.

Select the applicable department: *

Biomedical Engineering - PHD



3. Complete the required course information.

Course Information					
External Institution *	Term Taken *	Subject & Number *	Course Title *	Number of Credits Earned *	Hours Type *
Source University	Fall 2025	HIST 1234	Research Methods		---
Source University	Fall 2025	HIST 1234	Research Methods		---
				sum: --	

4. Click Submit.

Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for the review process. You will receive additional notifications.

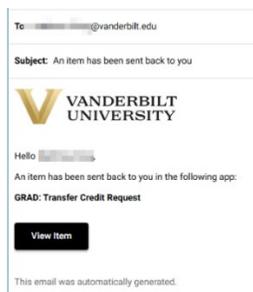
Approval Process

GRAD: Transfer Credit requests route to the following people/offices:

- Your academic program.
- The Graduate School.
- In certain cases, the External Education Team in the Office of the University Registrar.
- Upon final approval, the Office of the University Registrar will post the transfer credit to your record.

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.





Notifications

Notifications about the Graduate Transfer Credit Request Workflow process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You will receive email notification if your request is approved, once the transfer credit has been posted.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions about this application. Please contact the Graduate School or your program if you have questions about policies related to transfer credit.