



**Traditional Chinese Medical College of Hawaii**

**P.O. Box 2288, Kamuela HI 96743**

**Phone: 808-885-9226 Fax: 808-885-9227**

**<http://www.tcmch.edu>**

**REQUEST TO TRANSFER CREDITS**

Prospective students wishing to apply to have courses accepted as transfer credits to TCMCH need to take the following steps:

1. Review the Transfer Credit Policy in the current TCMCH catalog and ensure that all of the courses for which you are applying for transfer credit meet the requirements listed in the catalog.
2. Complete this form in full, listing the complete name and course number you wish to transfer and, using the current TCMCH catalog, the course you believe is its equivalent.
3. Attach a complete course description or course syllabus for each course you wish to transfer. At the discretion of TCMCH, additional information on course content may be required before transfer credit is granted.
4. Submit this form and the transfer evaluation fee of \$100, along with other application materials and fees, if not already submitted.
5. Upon completion of the evaluation, you will receive written notification of which courses have been accepted for transfer.

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

*Print name*

