



**Traditional Chinese Medical College of Hawaii**  
Nanioloa Volcanoes Resort  
93 Banyan Drive, Room 504, Hilo, HI 96720  
Phone: 808-981-2790 Fax: 808-933-1369  
<http://www.tcmch.edu>

## **REQUEST TO TRANSFER CREDIT**

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. Courses taken at other institutions must meet or exceed hours and credits of TCMCH courses to be considered for transfer.
4. You may be required to submit course descriptions and/or syllabi in order for accurate evaluation of course content. At the discretion of TCMCH, additional information on course content may be required before transfer credit is granted.
5. Submit this form and the transfer evaluation fee of \$125. Ten dollars (\$10) per credit will be applied to your account for each course approved for transfer.
6. Upon completion of the evaluation, you will receive written notification of which courses have been accepted for transfer.

Requested by: \_\_\_\_\_  
*Print name*

Signature \_\_\_\_\_ Date \_\_\_\_\_