Guide for requesting transfer credit

- Pre-approval may only be given for Stanford in Washington and Stanford’s Overseas Studies Program
- Transfer credit for community colleges and city colleges will not be approved

Step 1: Read the relevant sections of the Information Handbook for Undergraduate Economics Majors and the Stanford University Transfer Credit Policies.

Step 2: Complete the Department of Economics Transfer Credit Evaluation form. Make sure to include the required information, such as, the syllabus for the course and a copy of the transcript with Stanford Registrar’s Office approval.

Step 3: Submit your request to Joanne DeMarchena, the Undergraduate Administrator in the Department of Economics Academic Office (room 137). You may submit your application at any time during the year when the office is open. However, note that requests are evaluated twice every quarter – the second and seventh week of the quarter.