Request for Transfer of Credits

No.

Date: / /

To: The Dean of , Doshisha University

Student Name (in block letters):

Student ID Number:

Affiliation:

I hereby request the transfer of the following course credits earned at host institution. Required documents are attached.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title of course taken at host institution | Credits | Grade | Class format | Title of Doshisha course for which credit is sought | Credits |  | Outcome (university use only) |
| Course code |
|  |  |  | In-person |  |  |  |  |
|  |
|  |  |  | In-person |  |  |  |  |
|  |
|  |  |  | In-person |  |  |  |  |
|  |
|  |  |  | In-person |  |  |  |  |
|  |
|  |  |  | In-person |  |  |  |  |
|  |
|  |  |  | In-person |  |  |  |  |
|  |

Complete sections outlined in bold.

●In the “Class format” field, if more than half of the all class hours for course taken at the host university were :

- In-person class format, select “In-person”.

- Remote learning class format such as Live-streaming or On-demand, select “Remote”.

Note: For the course selected as “Remote”, submit objective evidence - a course syllabus is acceptable- that the course was held remotely to the office of your affiliation.

●If you are studying toward one of the following licenses or qualifications, use the “取得単位認定願” format (Japanese version) for credit transfer.【Teacher / Curator / Librarian / Teacher-librarian】

Note: Credits earned at the host institution approved as Doshisha credits may not count toward credits required for a license or qualification. Consult with the Center for License and Qualification in advance.

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University use only

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 部長 |  | 教務主任 |  | 事務長 |  | 係長 |  | 係 |  |  |  | 認定者 |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 認定入力 |  | 本人通知 |  | 免許送達 |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 年 月 日 受付 | 年 月 日 決裁 |