

Transfer Credit Evaluation Request Email

Subject: Transfer Credit Evaluation Inquiry

Dear Registrar's Office,

I am an incoming transfer student who has been admitted to [University Name] for the [semester] semester (Student ID: [ID if assigned]). I am writing to request information about the transfer credit evaluation process and to inquire about the status of my credit transfer.

I have completed [number] credit hours at [Previous Institution Name], including courses in [major areas]. I submitted my official transcripts on [date] and would like to understand:

How many of my credits have been accepted for transfer

Which courses satisfy general education or major requirements

Whether any courses require additional documentation or course descriptions

The timeline for receiving my complete transfer credit evaluation

Understanding my transfer credit status will help me plan my course schedule and graduation timeline more effectively. I have attached unofficial copies of my transcripts along with course descriptions for your reference, if needed.

Could you please provide guidance on the next steps in this process? I am happy to supply any additional documentation that might be required.

Thank you for your assistance with this matter.

Best regards,

[Your Name]

[Previous Institution]

[Email Address]

[Phone Number]

Get more templates here:

<https://www.lettersandtemplates.com/letters/college-or-university-transfer-letter>