

# ACADEMIC PROCESSING FORM – Transfer Credit

## ASHWORTH COLLEGE – REGISTRAR

P.O. Box 923087, Norcross, GA 30010-3087

Student Name (please print)	Daytime Phone Number	Student Number	Major
Street Address	City	State	Zip

### DIRECTIONS FOR COMPLETING THIS FORM:

1. To receive transfer credit, the Registrar at ASHWORTH COLLEGE must receive all completed Academic Processing Forms and all official transcripts *within 90 days of enrollment processing*.
2. Make sure that your transfer credit is no more than 10 years old.
3. List on the lines below the courses you plan to transfer and from what institutions. A maximum of 30 courses can be transferred, including a maximum of 10 courses for which life/work experience credit is awarded (if applicable).
4. Be sure to complete and mail a Transcript Request Form to each college from which you intend to transfer credit. **Please do not send your completed Transcript Request Form to ASHWORTH COLLEGE!**

Institution \_\_\_\_\_

Course(s) \_\_\_\_\_

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\_\_\_\_\_

Institution \_\_\_\_\_

Course(s) \_\_\_\_\_

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\_\_\_\_\_

Institution \_\_\_\_\_

Course(s) \_\_\_\_\_

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