



# APPLICATION FOR ACADEMIC AND FINANCIAL CREDIT FOR GRADUATE WORK DONE AT HARVARD AS A SPECIAL STUDENT OR UNDER THE TAP PROGRAM

**HARVARD UNIVERSITY**  
FAS Registrar's Office  
Smith Campus Center, Suite 450  
1350 Massachusetts Avenue  
Cambridge, MA 02138  
(617) 496-9488  
transcripts@fas.harvard.edu

**Instructions:**

- After one term in the degree program, complete this form in its entirety and submit it along with an original, official transcript to your Department for review.
- Your Department Administrator will send a secure scan of the transcript and the approved application to The Registrar's Office via [transcripts@fas.harvard.edu](mailto:transcripts@fas.harvard.edu) for final approval and processing

**Please note:**

- Maximum allowable credit is 4 half-courses for Master's candidates and 8 half-courses for Doctoral candidates.
- You will be notified by email from The Registrar's Office when the credit has been applied to your academic record.

Last Name	First and Middle Name	Email
Student ID # (HUID)	Year in Graduate School	Department

**List the courses for which you are applying for graduate academic credit:**

Institution(s) and Year(s) Attended	Course Number	Course Title	Subject Matter of Course	Grade	Y/N

To be completed by the student's DGS (Director of Graduate Studies) or Chair before being sent to the Registrar's Office:

**Please evaluate the content of the courses in question and indicate in the column above labeled "Y/N" which of the courses you approve before signing.**

<b>DGS or Chair signature:</b>		<b>Date:</b>	
--------------------------------	--	--------------	--