

ACADEMIC PROCESSING FORM – Transfer Credit

Lakewood College – REGISTRAR
2231 North Taylor Road. • Cleveland Heights, OH 44112
Phone: 1-800-517-0857 • FAX: 216-803-9899

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 Lakewood College must receive all completed Academic Processing Forms and all official transcripts *within 45 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 5 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 Lakewood College!**

Institution _____

Course(s) _____

Institution _____

Course(s) _____
