

SETON HALL LAW SCHOOL - APPLICATION TO STUDY AT ANOTHER INSTITUTION

FORM INSTRUCTIONS

1. Insert information into fillable fields.
2. Print form.
3. Sign the form.
4. **Submit printed form with payment in person or by mail to the Office of Enrollment Services.**
5. **Keep a copy for your records.**

Mailing Address:
Office of Enrollment Services
Seton Hall Law School
One Newark Center
Newark, NJ 07102

Please return completed form to Jo Ann Maldonado, Registrar and Bursar. The charge for processing this application is \$25.00. **You should be aware that we approve such applications only in exceptional circumstances.**

TERM APPLYING FOR: _____

REQUESTING RESIDENCY CREDIT

NAME: _____

STUDENT ID #: _____

ADDRESS: _____

PHONE #: _____

CUMULATIVE G.P.A.: _____

SCHOOL THAT IS SPONSORING STUDY PROGRAM: _____

ATTN: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

IF THIS IS A STUDY ABROAD PROGRAM WHICH COUNTRY AND CITY WILL YOU BE STUDYING IN? _____

If approved, a letter of good standing and permission to enroll in their program will be sent to the school listed above.

Please be advised that you may register for a maximum of 6 semester hours in the summer or 12 during the semester year. The course must be elective courses only; students are not allowed to enroll in required courses at any other law school. Please check Seton Hall Law School's course description list for the name of required courses.

PLEASE INCLUDE A COPY OF THE COURSE DESCRIPTION FOR EACH COURSE YOU WISH TO TAKE AT THE OTHER LAW SCHOOL.

TITLE	COURSE #	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____

The student is responsible for sending an official transcript of this coursework to the Office of Registrar, Seton Hall Law School, One Newark Center, Newark, NJ 07102-5210 **within 30 days of completion of studies.**

UNIVERSITY REGULATIONS REGARDING TRANSFER CREDIT

1. Transfer credit is granted only when the student has secured **permission in advance** by filling this form with all required signatures.
2. Approval is granted for *specific courses*. The course number, title and description of course content must be presented in writing when student seeks approval. Only academic credits earned at an ABA approved program at an ABA law school may be transferred.
3. Transfer credit is not awarded for courses similar in content to those already completed. The amount of credit is subject to review by the Associate Dean.
4. Credits may be transferred when the grade is satisfactory under the grading scheme of the school offering the course. (Courses with Pass grades are not transferable if the student has the option of receiving a letter grade).
5. Grades for transferred courses are not recorded on the student's SHU record and they are not computed in the student's Grade Point Average.
6. Individual law schools may apply additional regulations and restrictions regarding transfer credit. The student must comply with these rules.

Student's Signature

Date

Transfer Credit Fee: \$25.00

Date Paid: _____

Bursar's initials _____

Associate

Dean's

Signature: _____

Date Paid: _____

Approved _____

Denied _____