Dongguk University Los Angeles
The School of Acupuncture & Oriental Medicine
440 Shatto Place, Los Angeles, CA 90020

Transfer Credit Request Form

Students who are intending to receive transfer credits into DULA Master's Program need to complete this form. If this form is not completed, Transfer Credit will not be considered. List your previously completed coursework to support this request. After this form is completed, please turn it with payment receipt into the

Office of Admissions (admissions@dula.edu)

- All requests must be accompanied by all the required documents including official transcript(s), copy or copies of diploma(s) and credential evaluation report(s).
- Students are required to submit syllabi and/or course descriptions.
- Transfer Credits will be awarded based on DULA MSOM curriculum and Transfer Credit Policy.
- Students must have received a grade of "C-" or higher.
- All transferable coursework must have been completed within 5 years prior to admissions (with the exception of current employment in a field relevant to the course).
- Coursework taken at another institution prior to admission to DULA, students must pay transfer credit processing fee. The fee is $100 per request.
- Coursework taken at another institution after admission to DULA, students must pay transfer credit processing fee. The fee is $50 per course.
- After the admission, the maximum number of courses that can be taken from another institution is 5.
- Transfer Credit Additional Study Form can be used when transfer course is missing partial credit to complete the course.

Student Name: _____ Student I.D.: _____ Date Requested: _____

Student Signature: _____ Receipt #: _____ Received By: _____

DULA Courses			**Transferred From**						
Course No.	Course Title	Units	Course Title	Units	Grade	Term/Year	Institution	Quarter/Semester	Granted
BS141	(Example) Psychology	3	Introduction to Psychology	3	A	Fall/2019	Coastline Community College	Semester	*Office Use Only*

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DULA Courses **Transferred From**

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BS141	(Example) Psychology	3	Introduction to Psychology	3	A	Fall/2019	Coastline Community College	Semester	*Office Use Only*