

Online Transfer of Credit Request Instructions

To access the online transfer of credit request page, start at:

<http://studentservices.tufts.edu/>.

Once there, look for an icon that says WebCenter Online Student Services



and click on that icon.

In order to login, click on the icon that reads Login to WebCenter

A screen will appear for you to enter your student ID number and SIS online pin number.

After logging in, a page will appear with the following greeting:

Welcome to WebCenter for Students, (YOUR NAME)!

On the left will be an option to select a service. Click on My Transfer of Credit Requests, under the title Navigation.

Step 1: You must click on the Add New Transfer of Credit prompt near the top of the page.

Step 2: Enter the name of the college where you will be studying. (*Hint: enter less information to get wider results, and select your college from the search results list*). You may also enter its city or state location in the appropriate search field.

Step 3: Click on the Search button at the bottom of the page, and Select the college.

Step 4: Once your college is selected, you will be prompted to provide additional information regarding your course(s).

Step 5: After completing this page, click on the Create Transfer of Credit Request button.

Please note: You must read and understand the Transfer of Credit Policies and Procedures before completing your request. They can be found at:

https://webcenter.studentservices.tufts.edu/transfer_credit_petitions/transfer_credit_policies.htm