

Duke University

OFFICE OF THE UNIVERSITY REGISTRAR
1121 WEST MAIN STREET, SUITE 1200
DURHAM, NC 27701

TELEPHONE: 919.684.2813
FAX: 919.684.4500
EMAIL: REGISTRAR@DUKE.EDU

PREMATRICULATION CREDIT INFORMATION TO BE COMPLETED BY COLLEGE OR UNIVERSITY PREVIOUSLY ATTENDED

Student Name: _____ Duke School Attending (check one):
 Pratt School of Engineering
Duke Student ID: _____ Trinity College of Arts & Sciences

Registrar or School Official,

The student named above requests your assistance. Students who wish to transfer credit completed at another college or university prior to enrollment at Duke University are required to supply confirmation from the attended college or university that the completed coursework meets certain criteria.

Please consider the following information:

I affirm that the course(s) taken by the student named above was(were),
a) taught on this college or university campus, and not at an off-campus location,
b) taught by a regular member of this college/university faculty,
c) taken in competition with degree candidates of this institution, and
d) offered as a regular part of the curriculum of the institution.

If the statement is accurate, please complete the following information, affix the school seal or stamp, and return this form to our office at your earliest convenience. Your cooperation is appreciated.

School Name: _____ Date: _____

School Official Name: _____

School Official Signature and Title: _____

Please identify the course(s) taken by the student at your institution:

Please return this completed form to the appropriate school as noted to the right of the student name noted above:

Pratt School of Engineering
305 Teer Engineering Library
Box 90271
Durham, NC 27708-0271

Trinity College of Arts and Sciences
c/o Office of the University Registrar
1121 West Main Street, Suite 1200
Durham, NC 27701

School Seal: