



To transfer credit into your degree program at either ESR or Bethany, you must:

1. Request an official transcript from the Seminary or Graduate institution whose credit you wish to transfer into ESR or Bethany to be sent to the office of the Academic Dean of your seminary. Bethany is Academic Dean 615 National Road West, Richmond, IN 47374. ESR is Academic Dean 228 College Avenue, Richmond, IN 47374.
2. Send a letter or an email notifying the Academic Dean that the transcript will be coming and requesting the transfer of that credit to the Academic Dean of your seminary.

The Dean will:

1. Review the transcript and make a decision on whether the courses will transfer and what Bethany or ESR degree requirements the transfer credits will satisfy.
2. Send a written notification to you and copy the Registrar apprising you of the decisions regarding your request for a transfer of credit(s) into your Bethany or ESR degree program.
3. Send the original paperwork to the Registrar for inclusion in your student file.

The Registrar will:

1. Enter the credit into your transcript as instructed by the Academic Dean of your seminary.
2. Enter the transfer credit on your Academic Inventory.
3. Store the original documents in your student file.