



Transfer Credit Evaluation Form

UNIVERSITY OF DELAWARE
Office of the University Registrar
University Visitors Center, 210 S. College Ave., Newark DE 19716

TRANSFER CREDIT

302-831-1551

<http://www.udel.edu/registrar/transfer/transfercredit@udel.edu>

Please use pen to complete this form. Currently enrolled students who want to take courses at another institution and transfer the credits to UD must have the coursework approved by their Assistant Academic Dean prior to registration at the other institution. Detailed instructions associated with this form and the transfer process are available at: www.udel.edu/registrar/transfer/transins. Students are also required to review the UD Academic Catalog regarding Transfer Credit, Accreditation and Residency Requirement policies prior to taking courses at another institution.

After completing external coursework, students are responsible for submitting an **official** transcript to the Registrar's Office. Only grades of "C" or higher may be transferred. Accepted transfer credits are not included in the UD grade point average and appear as a "T" on the UD transcript. Courses taken under other credit systems will be converted to U.S. semester hour credits. A \$75 transfer processing fee, **for each term and each institution**, is applied to the student's financial account once the credits are posted to the student's record.

I have read the information and understand my responsibilities with regard to transferring credits to the University of Delaware:

Student signature: _____

Date: _____

Upon completion of this form, return it to the Registrar's Office located in the University Visitors Center. It is recommended that students make a copy of this form for their own records.

STUDENT INFORMATION			
Name			
UDID #			
UDEL email			
Classification:	FR	SO	JR SR
	(Circle One)		
Expected Grad Term			
College & Major			
EXTERNAL INSTITUTION INFORMATION			
Name			
Campus Location (City, State)			
Term of Attendance (Ex: Fall 2014)			

External Course				University of Delaware equivalents				
Course # (ex: ART105)	Course Title	Credits*	Online?	Course # (ex: ART231)	Course Title	Credits	Department Approval	Already in Matrix?
			Yes/No					Yes/No
			Yes/No					Yes/No
			Yes/No					Yes/No
			Yes/No					Yes/No

Assistant Dean's signature _____

Date _____

Regional Accreditation: _____