



TRANSFER CREDITS REQUEST FORM

Name		UU Student ID	
Degree Program		Phone Number	
Address			
Name of Transfer Institution <i>(Do not abbreviate)</i>			

POLICY:

- This form is for transfer students who seek credit for courses completed at nationally accredited post-secondary institutions.
- Only those faculty and administrative members in Academic Affairs are authorized to evaluate transfer credit.
- The Office of Academic Affairs determines the number of credits from accredited institutions in U.S.A., Korea and/or other countries.
 1. Core courses will be the main focus of credits awarded
 2. Bachelor's Degree: C or above courses will be awarded credits
 3. Master's Degree: B or above courses will be awarded credits

PROCEDURES FOR STUDENT:

1. Attach a copy of the transcript from the institution that you are transferred from.
2. List all courses that you wish to have evaluated/reevaluated with the code number, course title used by the institution.
3. Once the courses have been evaluated, make sure that the UU equivalent and signature is clearly noted on the form.
4. Make a copy of this form for your records and submit the original to the Office of Academic Affairs.
5. Approved courses will not be posted to your record unless the final transcript has been received.

