


This form can be submitted by the student or department. Please be sure to submit an official transcript to the Graduate School. The transcript must show that the student was admitted to graduate school and that the work taken carried graduate credit. No grade below B can be transferred. The course(s) to be transferred may not have been used as part of the requirements for another advanced degree. Courses must have been completed within the six-year time limit applicable to the student's program of study. For more information on transfer credit policy, visit: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/acceptance-of-credit-by-transfer/>

Submitting the Request for Transfer Credit Form

1. Enter Student's Name, ID number, Email, Department, Major Professor's Name, Major and Degree Objective
2. In "I desire to secure approval of transfer credit from," enter the name of the institution in which you will transfer credit
3. Enter the information requested for course information for each course
4. To add an additional course, click the green + button 
5. Hit Submit.
6. If form is submitted correctly, you will see confirmation on the page and receive a confirmation email.