Complete the steps below if you are:

- a matriculated UD undergraduate (fr/soph/jr/sr)
- who would like to transfer credit from non-UD study abroad or an international institution
- or who has been accepted to participate in a UD exchange program
- Note: If you are currently an ELI AT/CAP student, an incoming transfer student, or newly admitted student, follow these separate instructions (for coursework from a U.S. institution or an international institution).

Important information:

- The student (not a family member) must complete all transfer credit paperwork.
- Complete this process before going abroad, or your courses may not transfer after the program.
- Cost for transferring credit = $75 per term, per institution. This is billed after credits post to your record.
- If you plan to use federal financial aid for a semester program outside of UD, be sure to enroll full-time. To keep your “full-time status,” make sure you will be taking at least 12 UD credits. We also suggest that you make an appointment with Student Financial Services to discuss your plans (302-831-2126).
- If you will be away from UD for a full semester, contact your Asst. Dean to complete a Leave of Absence form.

Procedure for Study Outside the U.S.

Click each step below for detailed instructions. Or download all steps on this printable PDF.

**Step 1** – Complete a web form to confirm if UD accepts transfer credit from this institution

**Step 2** – Send course descriptions to UD departments

**Step 3** – Print/complete/sign a Transfer Credit Evaluation (TCE) form

**Step 4** – Send your TCE form and course approvals to your Asst. Dean for review/signature

**Step 5** – Review UD policies and deliver your completed paperwork to the Registrar’s Office

**Step 6** – Ask the institution to send an official final transcript to the Registrar’s Office

**Step 7** – Review what will happen after your transcript arrives at UD

Questions or concerns? Contact the Registrar’s Office at transfercredit@udel.edu.

Additional information can be found in the Undergraduate Programs section of the Catalog.

**STEP 1** – Complete an online Transfer Institution / Program Approval (TIPA) web form.

- Within 2 weeks of receiving your web form, our office will email you to confirm if UD accepts credits from this institution, and how credits would transfer.
- Note that our office does not endorse the program, but only confirms if UD will accept transfer credit.
- Not all international institutions nor study abroad programs are eligible for transfer.
  - Institutions must be degree-granting and regionally accredited/recognized.
  - Courses must be at the college level and align with UD’s curriculum. Credit must be issued on an official institutional transcript (in English, or with a certified, literal translation).

**STEP 2** – Departmental Course Review (this process takes time – don’t wait until the last minute):

- Choose the courses you may want to take, and find course descriptions or official syllabi (web link, PDF, printed copy). Course descriptions should include:
  - Course #, title, number of credits (or whatever the school uses to identify the course)
  - A thorough description of topics or areas covered (as many details as possible)
  - If science lab/lectures are separated, provide information for both courses
- Email each course to a UD transfer credit department contact (send History courses to the HIST dept., Math courses to MATH, etc.). In your email, include: 1) Your name & UDID 2) Institution 3) Term taking the course 4) Course #/title/credits/description.
- The departmental contact will evaluate the course, determine if there is a UD equivalent, and email you,
If you have not heard their decision in 1-2 weeks, follow-up with them directly.

- **Friendly tip:** we recommend that you have *more* courses evaluated than you plan to take. If your first choice classes are full, it is helpful to have prior approval for several alternates.

**STEP 3 – Print, complete and sign a Transfer Credit Evaluation (TCE) Form.**

- If requesting transfer cr. from multiple institutions, or in multiple terms, complete a *separate* TCE form for each.
- Enter the external course info on the left-hand side of the form, and the UD equivalents on the right-hand side (these are the courses confirmed by departments in Step 2).
- Print and attach all of the departmental emails to your TCE form (your Asst. Dean will need to see these).

**STEP 4 – Assistant Dean Review:**

- Take the following materials to the Assistant Dean of the College of your major for review/signature:
  - Completed/signed TCE form
  - Printed e-mails of department approvals (sent from the department contact)
  - Students who are currently away from campus may complete this process via email. Scan a PDF of the departmental approvals and completed/signed TCE form (or take pictures of these with your phone). Attach the PDFs to an email, and send everything to your Assistant Dean. Do NOT forward a copy of departmental emails – we cannot accept forwarded departmental approvals.
- If you are going abroad for a full semester, complete a Leave of Absence (LoA) form with your Asst. Dean.
- **Friendly tip:** Meet with your academic advisor to confirm how transfer credits will count toward your degree.

**STEP 5 – Review Policy Info & Deliver Final Paperwork.**

- Return the completed/signed TCE form to the Registrar’s Office at 210 S. College Ave. (or the Asst. Dean may send this directly to our office).
- If you will be using financial aid, make a copy of your signed TCE to deliver to SFS.
- Credits at UD are based on the semester system, with a standard number of hours required per credit.
- Grades at UD are based on a standard 4 point scale (0.0 to 4.0). UD uses our own grade conversion scales (irrespective of suggestions offered by study abroad providers).
- Both credit and grade scales may differ at international institutions. We will do our best to confirm this *before* you participate (so that you know how many credits will transfer, and the min. grade that you need to earn).
- Courses must be taken for a letter grade (not pass/fail). The min. grade accepted for credit is a *UD “C” (2.0).*
- Grades for transfer courses are *not part of your UD GPA,* and do not appear on your external UD transcript.
- If a study abroad provider requires other forms that need UD signatures, or if you need a letter for your visa application, see details in [Step 5 on the website](#) for whom to contact.

**STEP 6 – Official Transcript:**

- We require an official final transcript, issued by the institution (or their U.S. school of record).
- **Paper transcripts** should be sent to this address:
  
  Registrar - Transfer Credit / University of Delaware / 210 S. College Avenue / Newark, DE 19716 / U.S.A.

- Electronic transcripts should be password protected, emailed from the institution directly to transfercredit@udel.edu. Electronic transcripts forwarded from the student will not be accepted.
- If the original transcript is not in English, also provide a certified literal English translation.
- If the institution sends the paper transcript directly to you, do NOT open it. Bring the original sealed envelope to the Registrar’s Office. Transcripts must be in original sealed envelopes.

**STEP 7 – Posting Credit:**

- 1-2 weeks after we receive your official transcript, we will post credits that were approved on your TCE form.
- **Cost** for transferring credit = $75 per term, per institution. This charge will post to your UD student account.
- Check [UDSIS](#) to confirm that credits posted correctly (in the white dropdown box “other academic...”), run the Transfer Credit report. If there is an issue, contact transfercredit@udel.edu.
- If you took different courses on the program (that were not reviewed/approved on your original TCE), complete an additional TCE form (Steps 2-5) to seek departmental and Asst. Dean approval.

University of Delaware Office of the Registrar www1.udel.edu/registrar/transfer last updated 8/8/2018