Complete the steps below if you are:

- a matriculated UD undergraduate (fr/soph/jr/sr)
- who would like to transfer credit taken at a U.S. institution
- 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 taking the external course, as it 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 the equivalent of 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 Transferring Credit from U.S. Institutions

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

**Step 1** – Search the Transfer Credit Matrix to check if UD has accepted courses from this institution.

**Step 2** – For courses not in the Matrix, send course descriptions to UD departments to review

**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.
The departmental contact will evaluate the course, determine if there is a UD equivalent, and email you, copying transfercredit@udel.edu. If you have not heard their decision in 1-2 weeks, follow-up with them directly.

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 in either Step 1 or Step 2 – by the Matrix or UD departments).
- If your course was approved by a UD department, print and attach the departmental email to your TCE form (your Asst. Dean will need to see this).

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 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 will be away from UD 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.
- If a semester course at a U.S. institution has fewer credits than the equivalent UD course, students may receive elective credits instead of the UD equivalent.
- 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 other institutions).
- 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.

STEP 6 – Official transcript:
- We require an official transcript, issued by the institution.
- Paper transcripts should be sent to this address:
  Registrar - Transfer Credit / University of Delaware / 210 S. College Avenue / Newark, DE 19716
- 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 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.