



TRANSFER CREDIT
302-831-1551
transfercredit@udel.edu
Registrar's Office – Transfer Credit

University Visitors Center
210 S. College Ave.
Newark, DE 19716

Deferring Student Transfer Credit Form

This form is for: Newly admitted UD undergraduates who are deferring admission and would like to transfer a college-level course from another school. Courses should be taken during your period of deferment and before you have begun your undergraduate degree at UD.

- Transfer courses should be taken for a standard letter grade, not Pass/Fail.
- The minimum grade required to transfer is a "C-" (1.7).
- Course material must align with UD's curriculum. Schools that use quarter or trimester credits, or other non-standard units, will be converted to UD semester credits. In most cases, 1 quarter credit = 0.67 UD semester credits.
- Before completing this form, check UD's Transfer Credit Matrix (www.udel.edu/transfercredit) to see if the course(s) you plan to take have been reviewed for another student.
 - If *any* course(s) are in the Matrix, note them on this form and choose "Yes" in the "Already in Matrix" drop-down menu.
 - If *one or more* course(s) are not in the Matrix, choose "No" in the drop-down menu and follow the steps to send official syllabi to departments for review. See full instructions: www.udel.edu/registrar/transfer/instructions.
- **Form steps:**
 1. When departments have confirmed course approvals
 - Save a copy of their approval as a PDF or screenshot
 - Enter the dept. course confirmation(s) into the table below
 2. Complete all fields in this PDF
 3. Save a PDF (or print a paper copy) of this completed/signed form
 4. Send the completed PDF, along with copies of dept. course approvals, to your [Asst. Dean](#).
 5. Your Asst. Dean will review/approve this form & forward it to the Registrar's Office
- After completing the course(s), ask the school to send an official transcript. Electronic (password protected): admissions@udel.edu. Paper transcript: Office of Undergraduate Admissions, University Visitors Center, 210 S. College Ave., Newark, DE 19716.
- Once routed to the Registrar's Office, we will match your official transcript to this (Asst. Dean approved) form and post your credits.
- By completing this form, you are not obligated to transfer the course(s). If you take the course(s) in the term noted and late enroll at UD immediately after the deferment period, you will receive these UD equivalencies. If you choose to enroll elsewhere and later are admitted to UD as a transfer student, you are not guaranteed these equivalencies. It is recommended you make a copy of this form for your records.
- By entering the electronic signature below, you agree to the following:
 - I have read the information and understand my responsibilities with regard to transferring credits to the University of Delaware.
 - I confirm that the information in this form is correct and compete.

Student
Signature:

Date:

STUDENT INFORMATION

Name	UDID #	UDEL email
Classification:	Expected Grad Semester:	and Year (Ex: 2024):
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	Department Approval	Already in Matrix?
							Yes/No
							Yes/No
							Yes/No

Assistant Dean's Signature:

Date: