TRANSFER CREDIT EQUIVALENCY EVALUATION FORM
Please READ and FOLLOW the Equivalency Evaluation Procedures listed on the back of this form. Course descriptions of approved courses MUST be attached.

Student Name: ___________________________________________ UM/ID#: ___________________________ Cell phone number: __________________________

UM Email: ___________________________________________ Degree: ___________________________ Major(s): ___________________________ Minor(s): ___________________________

Current Status: ☐ Freshman (0-29 credits) ☐ Sophomore (30-59 credits) ☐ Junior (60-89 credits) ☐ Senior (90+ credits) Total Earned Credits at this time: __________________________

Year and Term in which the course(s) were OR will be taken: Year: _____________ Term: ☐ Fall ☐ Spring ☐ Summer Mark if applies: Admitted as a Transfer Student to UM ☐

Transfer Course Institution: ___________________________________________________________________________

Check ONLY One:
☐ Already completed below transfer courses AND transcript received by UM
☐ Have not completed the courses yet, but plan to take the below listed courses

I have read and understood the University of Miami Residency Rule outlined on the back of this form:

Student’s Signature: ___________________________________________ Date: __________________________

### Transferring Course Information - Must attach course descriptions!
**to be completed by student**

<table>
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<tr>
<th>Dept. Code</th>
<th>Course #</th>
<th>Course Title (as listed at originating school)</th>
<th>Credits</th>
<th>UM Dept. Code</th>
<th>UM Course #</th>
<th>Major/Minor Approval</th>
<th>Approved by (Print Name)</th>
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<th>Date approved</th>
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UNIVERSITY OF MIAMI RESIDENCY RULE

- A student transferring credits from a 2 year Community College (school last attended) must complete a minimum of 56 credits consecutively (that is without a break) at the University of Miami in order to earn an undergraduate degree.

- A student transferring credits from a 4 year University (this being the last school attended) must complete a minimum of 45 credits consecutively (that is without a break) at the University of Miami in order to earn an undergraduate degree.

- **Note:** A grade of “C” or higher must be earned in transferred coursework to be accepted for credit towards graduation.

EQUIVALENCY EVALUATION PROCEDURE

**STEP 1:** Complete the student information section of the *Equivalency Evaluation Form* on the front page.

**STEP 2:** Complete the student section of the “Transferring Course Information,” and then:

a. Obtain a description of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution (course descriptions can also be printed from the institution’s website).

b. Take this form, along with the course description, to the Undergraduate Chair or Director/Designee of the subject department in the College of Arts and Sciences or other college/schools at UM in order to have the transferring course(s) evaluated and determined whether equivalent to a UM course. (For office locations, please visit UM website directory at [www.miami.edu](http://www.miami.edu)).

c. Once the *Equivalency Evaluation Form* is completed with an approval signature, make a copy for your records, and submit the Form AND approved course descriptions, to the following location according to academic status:

   - First-Year Students: Center for Freshman Advising, Ashe 112 (annex)
   - Upper-Class Students: Office of Student Academic Services, Ashe 200

   d. If you have a total of **75 or more earned credits**, you will need approval to take courses “Out of Residence” per the above policy. Please contact the Office Academic Services to inquire about appealing for a residency waiver. 305-284-4333

**STEP 3:** Currently enrolled Arts & Sciences students who plan to take course(s) off-campus will need to make sure that upon completion of transferring coursework, an official transcript is sent directly from the transferring institution to: University of Miami Office of Admission P.O. Box 249117 Coral Gables, FL 33124-9117

Rev. June 14

Office Use Only

Date scanned to ERP: _____________ Scanned By: _____________________