



Transfer Credit Request Office of the Registrar

Please complete this form, attach a copy of the course description(s) from the transfer institution(s) and submit it to the Office of the Registrar, located in Room 106, Olmstead Administration Hall.

Name: Last First Middle ID Number:

Major: Advisor:

1) Request to transfer hours from the following courses at: (Name of Institution) during the term of 20

Table with 5 columns: Course and Title, Credit Hours, UE Course, Credit Hours, Departmental Chair Approval

2) Request to transfer hours from the following courses at: (Name of Institution) during the term of 20

Table with 5 columns: Course and Title, Credit Hours, UE Course, Credit Hours, Departmental Chair Approval

Student Signature: Date:

Advisor Signature: Date:

Office of the Registrar Approval: Date:

Note: A maximum of three courses or 10 semester hours, whichever is less, may be transferred from another institution once a student has matriculated at the University of Evansville.

STUDENTS MAY NOT TRANSFER IN ANY OF THEIR LAST 15 CREDIT HOURS TOWARD THEIR DEGREE

Office of the Registrar University of Evansville 1800 Lincoln Avenue, Evansville, IN 47722 812-488-2600