



Virginia International University
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Transfer Credit Evaluation Request Form

Purpose of this form: This form is to be used when a student wishes to request that credit hours from previous colleges/universities be evaluated for possible transfer credit to be used toward their degree requirements at VIU. The Registrar's Office determines the number of credits to be transferred, upon receipt of this transfer credit evaluation form together with official transcripts, towards the student's program at VIU.

Transfer credit policy: Graduate students who want to apply courses taken at another college/university toward their VIU graduate degree must understand that the following criteria must be met in order to transfer their credits. (a) The courses are similar to VIU courses, (b) each course should be at least 3 credits, (c) the grade must be B or higher, (d) the course does not duplicate, (e) the student must submit course descriptions or syllabi if requested, (f) and the maximum number of transferable credits are 18 credits. Undergraduate students who want to apply courses taken at another college/university toward their VIU undergraduate degree must understand that the following criteria must be met in order to transfer their credits. (a) The courses are similar to VIU courses, (b) each course should be at least 3 credits, (c) the grade must be C or higher, (d) the course does not duplicate, (e) the student must submit course descriptions or syllabi if requested, (f) and the maximum number of transferable credits are 60 credits.

Last Name	First, Middle (if any) Name
VIU ID or Application #	

Address: _____
 Street City State Zip
 Phone: _____ E-mail: _____

Which degree are you enrolled in or applying for?

Master of Business Administration

- MBA in Accounting
 MBA in Global Logistics
 MBA in Health Care Management
 MBA in HR Management
 MBA in International Business Management
 MBA in International Finance
 MBA in Marketing Management

Master of Science in Information Systems

- MIS

Master of Science in Computer Science

- MCS

Master of Arts in TESOL

- MAT

Bachelor of Science in Business Administration

- BBA in Finance
 BBA in International Business
 BBA in Marketing

Bachelor of Science in Computer Science

- BCS

Other Program: _____

Please list all of the previous colleges/universities that you have attended and that you would like to have your transcripts evaluated for credit transfer:

Name of Institution	Program	Degree Obtained, if applicable

By signing below, I certify that the information contained on this form, and all supporting documentation, is true and accurate.

Student Signature: _____ **Date:** _____

For Office Use Only	
Date Received: _____	By: _____
<input type="checkbox"/> Approved & Completed _____ <input type="checkbox"/> Postponed _____	<input type="checkbox"/> Denied _____ <input type="checkbox"/> Notified the student _____ <input type="checkbox"/> Updated in Portal _____ <input type="checkbox"/> Updated in DB3 _____
REV: 09/2010	