

# TRANSFER CREDIT EQUIVALENCY EVALUATION FORM (Return signed to your Senior Academic Advisor in Merrick 104)



## Miami Herbert Business School (MHBS) Students Only

Please **READ** and **FOLLOW** the Equivalency Evaluation Procedures listed on the back of this form. Course syllabi of approved courses **MUST** be attached.

Student Name: \_\_\_\_\_ UM/ID#: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

UM Email: \_\_\_\_\_ Degree: BBA or BSBA or BSAF Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Current Status:  first-year student (0-29 credits)  sophomore (30-59 credits)  junior (60-89 credits)  senior (90+ credits) Total Earned Credits at transfer institution(s): \_\_\_\_\_

Year and Term in which the course(s) were taken: Year: \_\_\_\_\_ Term:  fall  winter break  spring  summer

- Admitted as a Transfer Student to UM
- Admitted as a Freshman Student to UM

Name and country of the Transfer Institution: \_\_\_\_\_

- Check **ONLY One**:
- I have already completed the transfer course(s) listed below and the transcript has been received by UM.
  - I have not yet completed the course(s) listed below, but plan to take them.

Transferring Course Information- <b>MUST ATTACH COURSE SYLLABI!</b> <b>**to be completed by student**</b>						University of Miami Course Equivalent <b>**to be completed by the Department rep or School/College**</b>						
	Dept. Code	Course #	Course Title (as listed at originating school)	Online	Credits		UM Dept. Code	Course #	Major/Minor Approval	Approved by: (Print Name)	Initial Here:	Date Approved:
1						1			NO YES			
2						2			NO YES			
3						3			NO YES			
4						4			NO YES			
5						5			NO YES			

Note: Once matriculated in the MHBS no courses taught by the MHBS can be taken

outside the MHBS. Also, no physical education or health courses are permitted.

### University of Miami Residency Rule:

A student transferring credits from a **2 year Institution must complete their last 56 credits at a 4 year Institution**, and of these, the **last 45 credits must be taken at the University of Miami.**

#### Notes:

- A grade of **"C" or higher** must be earned in transferred coursework to be accepted for credit towards graduation.
- Transfer courses must be taken at an approved accredited institution.

#### **I have read and understood the University of Miami Residency Rule:**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The outside university must be accredited and credits must be transferrable to a regionally accredited university in the United States. A student may be required to have their INTERNATIONAL transcript evaluated by J. Silny and Associates after the transcript has been sent to and evaluated by UM Admissions to verify accreditation. Student's Signature: \_\_\_\_\_**

**International Students Policy:** If you are a UM international student and are planning to transfer courses to the University of Miami from any U.S. institution this completed form, along with the Letter of Certification Application, must be presented to the ISSS Office prior to enrolling in courses.

<https://umshare.miami.edu/web/wda/internationalstudent/DOCUMENTS/26LCApplication.pdf>

### **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:

- Obtain a syllabus of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution and submit to appropriate department for course approval signature
- Take this form, along with the syllabus with the signed form to your MHBS Senior Academic Advisor in Merrick 104 for final review.

**STEP 3:** All official transcripts must be sent directly from the transferring institution\_after completing the course(s). Send official transcript to the following address:

#### **DOMESTIC and INTERNATIONAL STUDENTS:**

#### **Send Hard Copy Transcripts to:**

Office of Admission  
Transcripts  
University of Miami  
P.O. Box 249117  
Coral Gables, FL 33124

**Send Electronic Transcripts to: [mydocuments@miami.edu](mailto:mydocuments@miami.edu)**