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| smalllogo | **TRANSFER CREDIT** **REQUEST FORM****Admissions Office****101 Wilder Tower****Memphis TN 38152-3520****Phone (901) 678-2111 - Fax (901) 678-3053** |
| **Section I - To be completed by the student** |
| Name: | *Last Name* | *First Name* | *Middle* |
|  | *Last First Middle* |
| Banner ID (U#) *Banner ID* | E- mail: | *Email Address* |
| Phone | *Phone* | DOB | *Date of Birth* |
| Current Major: | *Major* | Advisor’s Name | *Advisor’s Name* | GraduationTerm: | *Term* |
| **University or college at which the student intends to enroll and dates of attendance.** |
| *Name of School* |[ ] [ ]  *From* | *To* |
| *Name of School 2 yr or 4 yr* |  *From (month/year) To (month/year)* |
| **Section II - To be completed by the Admissions Office** |
| Transfer Course | Transfer Course Title | Sem Hrs Cr | U of M Course Equivalent | Sem Hrs Cr |
| *e.g. ACCT 1210* | *e.g. Prin Accounting I* | *3* UD LD  | *e.g. ACCT 2010* | *e.g. 3* |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
| Course | Title | Hr |  [ ]  [ ]  | Equivalent | Hrs. |
|  Check here to certify that you have read and understand all the [transfer courses regulation/ policies and residence requirements](http://memphis.edu/admissions/tcr_instructions.php) for graduation from the University.* A student will satisfy residence requirements for graduation by earning at least twenty-five (25) percent of credit hours required for the degree at the University of Memphis.
* At least thirty (30) of the final sixty (60) hours required for the degree must be completed at the University of Memphis.
* A student cannot earn upper division credits at a community or junior college.

A student transferring credits from a two-year college or institution must complete, as a requirement for the baccalaureate degree, a minimum of (60) sixty semester hours in an accredited senior (four-year) institution. |
| **Section III - Only necessary to be completed and signed by the academic advisor and graduation analyst if any course listed above is not currently included in the University of Memphis’ Transfer Equivalency Table.** |
| ***Advisor:*** *Please review the information above to ensure that the courses listed will contribute to the student’s academic plan.* |
|  |  |
| Please print advisor’s name and campus ext. | Advisor Approval Signature Date |
|  |  |
| Dean/Director/Grad. Analyst Approval Signature Date | Department Chair of Major Approval **Herff College of Engineering** only | Date |