UCF Transfer Credit Evaluation Guideline

STEP 1: HOW TO ACCESS THE FORMS

1. Log into **MyUCF.edu**
2. Locate and click on "**Student Self Service**"
3. Access the drop down menu titled "**Other Academics**" and scroll down
4. Select "**Transfer Credit Evaluation**"
5. Upload Syllabi only for your GEP and major Courses
6. If course is listed as "**COMPLETE,**" move on to Step 2

Pro Tip: Before you begin this process, make sure you get your course syllabi from previous institutions to speed up the process!

STEP 2: REOPENING A "COMPLETE" COURSE FOR REVIEW

If a course is listed as "**Complete**" in your transfer credit evaluation but you would like it reviewed, follow these steps:

1. Have a copy of the course syllabus ready.
2. Email **TransferSyllabus@ucf.edu** with the following information:
   - Your **Full Name**
   - Your **UCF ID Number**
   - The specific **course** you would like reopened for review

Once the course has been reopened, you must upload the syllabus within 24 hours (refer to Step 1 for upload instructions).

STEP 3: COURSE REVIEW FOR THE STATE WRITING REQUIREMENT AND INTERNATIONAL CREDIT

To request a review for the State Writing Requirement or International transfer credit, follow these steps:

1. Visit: **Transfer Credit Evaluation Request - Registrar's Office** registrar.ucf.edu/transfer-credit-evaluation-request
2. Click on "**Start Evaluation**."
3. Enter the following details:
   - **School Name**
   - **Transfer Course Subject Prefix** (For international credit, use "I.E." as the prefix)
   - **Transfer Course Catalog Number** (This can be found in your degree audit, i.e., 0001, 0002)
4. Use the dropdown menu to indicate if the course should be evaluated for the **State Writing Requirement (Gordon Rule Writing)**.
5. **Upload the course syllabus.**
6. Click "**Order Now**" to submit your request.

Need help? Drop by the Transfer Center in Trevor Colbourn Hall 215!