

Evaluation Process for Domestic Transfer and Non-UM Study Abroad Credits

BEFORE taking transfer/non-UM study abroad courses:

1. Will course transfer to University of Michigan? (in general)

- a. YES – Course is listed on Transfer Equivalencies webpage:
http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx.
- b. Course is **NOT** listed on Transfer Equivalencies webpage.
 - i. Submit course(s) for evaluation: https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx.

2. Will course count toward my major or minor in RLL? At which level? (Pre-evaluation)

- a. Make appointment with an RLL faculty advisor via the [Online Appointment System](#)
 - i. Choose “Domestic Transfer Credit” or “Pre-eval for non-UM Abroad”
- b. It is required to bring material/documentation about the program/courses, including syllabi. Be able to describe whether the courses will be taken with international students or foreign students at either a center and/or at a local university.
- c. If needed, contact the RLL Main Office (rll.undergrad@umich.edu) to request a student group update, this will allow you to enroll at the appropriate level the semester following your time abroad (this cannot be done until your courses are pre-approved by a faculty advisor).

3. Will course count towards distribution? (Pre-evaluation)

- a. Make an appointment with a Newnan/LSA general advisor for review of the syllabus.
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AFTER completion of the courses:

4. Has course posted on University of Michigan transcript?

- a. Have transfer/study abroad institution send transcript to University of Michigan, Office of Undergraduate Admissions, 1220 SAB, 515 E. Jefferson, Ann Arbor, MI 48109-1316. **Posting can take 8-12 weeks!**

5. Has course been finalized to count toward major, minor or distribution? (Final evaluation)

- a. Once the credits have posted to the UM transcript, make an appointment for a final evaluation with an RLL faculty advisor (“Returning from non-UM Abroad”) and/or Newnan advisor. It is suggested to meet with the advisor who did the pre-evaluation. You must bring completed course work (papers, syllabus, exams, etc.) for review!
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Additional Tasks/Steps:

- Obtain a registration date for the following term: Visit www.ro.umich.edu and follow the “How to Obtain a Registration Appointment” link.
- Register your travel: www.mcompass.umich.edu/?go=studentregistry
- Purchase Health Insurance: www.uhs.umich.edu/tai/

Please Note:

- Transfer/ study abroad credit posted on UM transcript by Undergraduate Admissions or courses listed on TCE web page are NOT automatically approved credit toward the major or minor.
- Pre and final evaluation of **credit toward the major or minor** can only take place at an appointment with an **RLL faculty advisor**.
- Approved coursework not counted toward major or minor may be used toward 120 general credits for graduation or for distribution (if approved by a general advisor in the Newnan Advising Center).

Important Links:

- Undergraduate Admissions- Transfer Credit: www.admissions.umich.edu/apply/transfer-students/transfer-credit
- LSA Transfer Information & Residency Policy: <https://lsa.umich.edu/lsa/academics/degrees-requirements/academic-policies/transfer-information---residence-policy.html>
- LSA Study Abroad: www.lsa.umich.edu/students/studyabroad
- Financial Aid: www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx