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](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](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](http://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx)
      - 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](mailto: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.

**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” or “Domestic Transfer Credit”) 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!

**Additional Tasks/Steps:**
- Obtain a registration date for the following term: Visit [https://ro.umich.edu/records-registration/registration](https://ro.umich.edu/records-registration/registration)
- Register your travel: [https://mcompass.umich.edu/](https://mcompass.umich.edu/) -> Follow the “Student Travel Registry” menu link
- Purchase Health Insurance: [www.uhs.umich.edu/tai/](http://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](http://www.admissions.umich.edu/apply/transfer-students/transfer-credit)
- LSA Transfer Information & Residency Policy: [https://lsa.umich.edu/lsa/academics/lsa-academic-policies/transfer-information---residence-policy.html](https://lsa.umich.edu/lsa/academics/lsa-academic-policies/transfer-information---residence-policy.html)
- LSA Study Abroad: [https://lsa.umich.edu/lsa/academics/engaged-learning/global-studies.html](https://lsa.umich.edu/lsa/academics/engaged-learning/global-studies.html)
- Financial Aid: [www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx](http://www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx)