

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

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### **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:  
<https://transfercredit.ugadmiss.umich.edu/>
    - 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](#)
      - 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.
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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” 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!
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### **Additional Tasks/Steps:**

- Obtain a registration date for the following term: Visit <https://ro.umich.edu/records-registration/registration>
- Register your travel: <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>
- LSA Study Abroad: <https://lsa.umich.edu/lsa/academics/engaged-learning/global-studies.html>
- Financial Aid: <https://finaid.umich.edu/apply-aid/studying-abroad>