

OFFICE OF THE REGISTRAR

Fredericksburg Campus
Lee Hall 206
Phone: (540) 654-1063
Fax: (540) 654-2145

REQUEST TO STUDY AT ANOTHER U.S. INSTITUTION

Name: _____ ID Number: _____

Telephone: _____ Email Address: _____

Mailing Address: _____
Street

_____ City State Zip

Academic Advisor: _____ Officially Declared Major: _____

Request permission to study at
College or University & Campus: _____ Term: _____

Visiting Course #	Section	Title	Major	Online/ Hybrid	Dept. Chair Initials*
SPA-202	01	Intermediate Spanish II (EXAMPLE)	no	no	

* If this course is for your major **or** taught via distance learning (i.e. ELI, online, video, hybrid), the UMW department chair must initial this column and list the course and credit that should be awarded, with the exception of the VCCS, any virtual lab must seek approval from the department chair. **The chair's signature is NOT required for courses that are automatically accepted for transfer to UMW from the Virginia Community College System.** A list of transferrable VCCS courses and their UMW equivalents can be found at <https://academics.umw.edu/registrar/transfer-information/resources-and-publications/>.

All transfer credit is subject to the academic regulations as published in the current UMW Academic Catalog.

Please allow ten business days for processing. Approval will be sent by email message only.

Please confirm this application by:

UMW email address or Other email address: _____

I am a recipient of financial aid. Veterans Parent Letter

I am attempting to graduate at the end of the semester listed above.

I have read the above and back information and my signature below indicates my willingness to participate in and accept the obligations imposed by the form and the current UMW Academic Catalogue.

Student Signature

Date

REQUEST TO STUDY AT ANOTHER U.S. INSTITUTION

DEADLINES

A student that has been given approval to study at another institution must complete the process by sending an official transcript of the graded course(s).

The transfer credit will not be honored if the UMW Office of the Registrar has not received official transcripts by the following deadlines:

November 15 for spring and summer semester courses taken in the same calendar year.

April 15 for fall semester courses taken in the previous calendar year.

TRANSCRIPTS

After completing the course(s), please request an official transcript be sent to:

Office of the Registrar
University of Mary Washington
1301 College Avenue
Fredericksburg, VA 22401-5300

IMPORTANT POLICIES

- All courses must be taken at an accredited college or university in the U.S. and must be graded. Courses must earn a grade of "C" (2.0) or better. Courses taken on a "pass/fail" basis do not qualify for transfer credit.
- All UMW course load regulations apply to courses taken in the same semester including those taken concurrently at other institutions.
- This permission to study is automatically revoked when a student is suspended at the conclusion of a semester or summer session. **Students under first suspension should contact Academic and Career Services.**
- Courses must be completed in the term for which permission was given. If not, students must obtain permission again for the term in which they want to take the course(s).

INSTRUCTIONS

- If you are applying to study at a non-U.S. institution or the course will meet outside the U.S., please consult the Office of International Programs/Study Abroad in Lee Hall.
- Please read and complete all areas on the form. Return the form to the Office of the Registrar in Lee Hall, Room 206.
- If you plan to use the transfer credit toward requirements in your major, please have your Department Chair sign the form prior to returning it to the Office of the Registrar.
- If the course is a distance learning or an alternative delivery format course, the department chairperson of the discipline of the course must approve it prior to returning it into the Office of the Registrar.
- Approval will be sent by e-mail message only.
- **If you are attempting to graduate at the end of this semester** make sure you check the deadline that we must have the official transcript before graduation. It's different from the usual transcript deadline.

GRADUATING SENIORS: Fifteen of the last 21 credits for the UMW degree must be earned at UMW. Furthermore, only 89 credits may transfer toward a degree.

STUDENTS TAKING FOREIGN LANGUAGE: A student may begin at any level of the language for which he/she is prepared, but must successfully complete 202 or higher in a language, including ASL.

CONTACT OR QUESTIONS

Please contact the Transfer Credit Coordinator at (540) 654-2140 with any questions.