



OFFICE OF ADMISSIONS

THE UNIVERSITY OF TEXAS AT AUSTIN

*Undergraduate Admissions*

Austin, Texas 78713-8058 • 512-475-7399 • Fax 512-475-7478

**REQUEST FOR PREAPPROVAL OF COURSES TO BE TAKEN AT AN OUT-OF-STATE INSTITUTION**

*(for use by current or former UT Austin students only; please write legibly)*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

UT EID: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Major: \_\_\_\_\_

Please mail \_\_\_\_\_ or email \_\_\_\_\_ my results.

Institution you plan to attend: \_\_\_\_\_  
*institution name* \_\_\_\_\_ *location (city, state)* \_\_\_\_\_

Unit of credit used at the institution: semester hours \_\_\_\_\_ quarter hours \_\_\_\_\_ other \_\_\_\_\_

In the spaces below list the department, number, credit value and title for each course you plan to take. **Attach a catalog description or syllabus for each course; course schedule listings provide insufficient information for evaluation.** Allow approximately two weeks for processing. Forms submitted without course descriptions may take longer to process.

The Office of Admissions has my permission to access my records to the extent necessary to process this request.

Signature \_\_\_\_\_

department & course number	credit hours	course title	UT transfer evaluation (Leave blank; office use only)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Evaluated by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTES**

1. Pre-evaluation of transfer credit does not constitute verification of good standing at UT Austin, nor does it certify that transfer credit fulfills specific UT Austin degree requirements. **Your academic dean's office determines how transfer credit applies toward your degree.**
2. Approval is required from your academic dean if you will *concurrently* enroll at UT Austin and another institution. Without prior written consent of your dean's office, transfer credit resulting from concurrent enrollment may be disallowed toward fulfillment of degree requirements.
3. 24 of your last 30 hours required for graduation must be taken at UT Austin. Contact your dean's office if you have questions about this requirement.
4. Courses in which you earn a grade of D or F will not transfer. Your UT GPA is computed only on courses taken at UT Austin.
5. Courses transfer at the same level (lower- or upper-division) as they were originally taken. Junior/community college courses transfer only as lower-division credit.
6. Subfreshman subjects (e.g. Intermediate Algebra, Developmental English) and workforce/vocational courses are nontransferable and will be assigned N/C ("no credit").
7. Courses at other institutions often have no direct UT Austin equivalent, but are accepted in transfer; also, some UT departments request the Admissions Office not to assign credit for their courses in transfer. In such cases, generic lower- or upper-division transfer credit in the appropriate academic department (e.g. "C S 3 hrs" or "E E 3 adv") is awarded. Generic elective credit (e.g. "ELV 3 hrs") is assigned when a course is acceptable for transfer but no equivalent department exists at UT Austin.
8. Courses at other institutions may have more or less credit than their UT Austin equivalents. In such cases the UT course number is modified to reflect this difference. For example, English Composition taken as a 4-semester hour course transfers as RHE 406 instead of RHE 306.