



# University of Northern Virginia

7535 Little River Turnpike, 103A, Annandale, VA 22003

Phone: 703-941-0949; Fax: 703-941-0893

Email: Registration@unva.edu

## Request to Transfer of Credit

- This request form must be signed by your Academic Advisor and Department Chair before it is returned to the Registrar's Office.
- The Registrar's Office will not take any action unless you have already provided the necessary and pertinent official transcripts that show the requested transfer classes.
- This form should be completed and submitted as early as possible within your course of study. It must be submitted prior to your application for graduation. No requests for transfer of credit will be granted after an application for graduation has been submitted.
- A maximum of three graduate classes or nine credit hours is permitted to transfer in the graduate programs.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student ID #/SSN

**Chosen Major (Check Boxes):**

**Master of Science in:**

- Computer Science
- Information Systems Technology
- Business Intelligence

**Bachelors**

**Master of Business Administration in:**

- Accounting
- Finance
- Business Management
- Marketing
- Project Management
- Other \_\_\_\_\_

**Doctorate in:**

- DBA
- DIT
- DED

Transfer From (School's Name)	Course #	Course Title	Credit	Approved?
1.				
2.				
3.				
UNVA Equivalent	Course #	Course Title	Credit	Approved?
1.				
2.				
3.				

Academic Advisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

Department Chair: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date