

**University of Florida Office of Admissions
Transient Course Equivalency Form**

Instructions for Students:

1. You must provide copies of course descriptions and syllabi for the course listed on this form. The Office of Admissions cannot provide copies of course descriptions. Most colleges provide course descriptions online or through the course catalog.
2. If you have already taken the course for which you would like to receive credit, please send the official transcript to the Office of Admissions. Do not complete this form if you have already taken the course.
3. List the incoming course subject, course number, credit hours and term that you plan to take. If a specific UF equivalent is needed, you must list the desired UF equivalent.
4. Complete the form as instructed, including one form per transfer course. No action will be taken for incomplete forms.
5. Transfer credit must be articulated by the department that would teach that course at UF. For example, if the transfer course is a history course, it needs to be approved by the history department. To receive credit for courses taken at another institution, you must have approval from the undergraduate advisor for that department and from your academic advisor.
6. Once the course has been articulated by the appropriate department, submit the completed Transfer Course Equivalency Form to the Office of Admissions by mail or in person to the Office of Admissions, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, or by emailing a scanned copy to TE@admissions.ufl.edu.
7. Upon completion of the course(s), you must submit official final transcripts to the Office of Admissions, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000. Official transcripts must be received in a sealed envelope or sent electronically to the Office of Admissions. Unofficial or previously opened transcripts will not be accepted for transfer credit.
8. If you wish to dispute a course equivalency, you must contact the department/college from which you are requesting equivalency.
9. UF coursework is listed as semester hours. If you attend a school on a different system, the credits will be converted to semester hours.
10. If UF does not offer an equivalent course, the credits are considered elective credits. See your advisor for questions.

Instructions for Departmental Reviewers:

1. Transfer courses that have an approved UF equivalent will be added to the UF Transfer Course Equivalency database. Course equivalencies will be granted to EVERY student who subsequently transfers the same course from the same institution to the University of Florida, if it is taken in the next 10 years from the semester listed below.
2. If there is no direct UF equivalent and the course earns elective credit, please indicate one of the following options where XXX is the appropriate subject area:
 - a. XXX U000 (non-equivalent upper division elective credit)
 - b. XXX L000 (non-equivalent lower division elective credit)
 - c. XXX T000 (non-equivalent, undetermined elective credit)
3. You must inform the student of the equivalency decision.

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Please review the instructions on the reverse side carefully before proceeding. This form should only be used for coursework completed at a non-Florida or private domestic (U.S.) institution. It should not be completed for courses taken at a Florida, public 2-year or 4-year institution or for study abroad.

Name: _____ **UF Email:** _____
UFID: _____ **UF Major:** _____
Class standing: _____

Name of Host Institution: _____
City: _____ **State:** _____ **Country:** _____

Transient Course Prefix/ Number: _____
Transient Course Title: _____

Course Term: _____ **Course Year:** _____
Course Units: _____

Desired UF Course Prefix: _____
Desired UF Course Number: _____

VERIFICATION OF REQUEST: I have reviewed the instructions for the Transient Course Equivalency Form and verify that the required documentation is included. I understand if all supporting documentation is not included with my equivalency request form, my request will be denied. I also understand that the final determination for course equivalency lies with the department/college.

Student Signature: _____ **Date:** _____

**Below this line is for Office use only
For Department/College Use Only**

Approved: [] Denied: [] Authorized Signature: _____ Date: _____

Equivalent Course Prefix/Number: _____
Equivalent Course Title: _____

Course Units: _____

Date Student Notified _____

Comments: _____

For Office of Admissions Use Only

Ext. Org. ID: _____ Transfer Institution Accredited: _____

Date Received _____ Logged in by _____