

Request for Transfer of Credit – Major or Minor:

Use this form **ONLY** to request transfer credit from a U.S. institution to count toward a major or minor that you have **already declared**. All other domestic transfer credit must be requested using the “**Transfer of Credit – Elective**” form.

Review the steps below before starting your Request for Transfer of Credit – Major or Minor to ensure your form is routed correctly. Failure to follow these steps will result in your form being voided.

To complete the PowerForm for Request for Transfer of Credit – Major or Minor:

Accurately filling out the PowerForm is necessary for your completed DocuSign form to be routed to the correct person. If you fail to fill out this form accurately, the form will be voided and you will have to complete and submit a new form.

1. Enter your name and UVA email address in the Student section (**red arrows**).
2. Enter the name of the Department Contact for your major/department (**green arrows**). To find the correct name and email, check this site: <https://college.as.virginia.edu/transfer-credit/deptcontact>

DO NOT change the Transfer Credit Evaluator recipient, or your form will not be received by the College and will not receive final approval. Credit is not guaranteed unless approved by the Transfer Credit Evaluator.

3. Once you have entered the name and email for yourself and the Department Contact, click “Begin Signing” (**blue arrow**).
4. **Now that you have reviewed the instructions, please start the DocuSign process by clicking on the “na2.docusign.net” link below. You can also copy and paste the address into a browser if the link is not working:**

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=aac2c540-6b63-4ef1-83f8-a91ff951a830&env=na2&acct=cb8f3d97-c474-4da1-9ceb-17a5b1681cc6&v=2>

PowerForm Signer Information


Please only use this form to request permission to transfer course credit toward an already declared major or minor. Otherwise, use the "Request for Transfer of Credit - Elective" form.

Fill in your name and email, along with the name and email for the Department Contact for your major or minor, using the Department Contact list at <https://college.as.virginia.edu/transfer-credit/deptcontact>. DO NOT change the Transfer Credit Evaluator contact information - doing so will prevent your form from reaching the Transfer Credit Evaluator for final approval.


Please enter your name and email to begin the signing process.

Student

Your Name: *


Your Email: *


Please provide information for any other signers needed for this document.

Department Contact

Name:


Email:

Transfer Credit Evaluator

Name:

Email:

 **BEGIN SIGNING**