

STEPS TO TRANSFER CREDITS



1. Look for Equivalent Course(s)

✓ Virginia Community Colleges

VCCS Guide

✓ 4 year schools in Virginia

✓ ANY Out of State School

[4 year OR Community College]

Transfer Equivalency Database



2. Get Pre-Approval

- ✓ For Virginia Community Colleges, submit course(s) info from the VCCS guide, example:

VCCS Course Number	VCCS Course Title	VCCS Credits	VT Course Number	VT Course Title	VT Credits
MTH 174	CALC W/ANALYTICAL GEOM II	4-5	MATH 1226	CALC OF SINGLE VARIABLE II	4

onto the [VA Community Colleges Transfer Credit Request Form](#) and email the form to the email address listed on the form. Approval is handled by Academic Affairs Office.

- ✓ For 4 year Institutions or Out of State Schools, submit course(s) info from the Transfer Equivalency Database, example:

Anne Arundel Community College			Virginia Tech <small>(click on the course title for catalog description)</small>		
Course	Course Title	Credits	Course	Course Title	Credits
MAT 192	Calc & Analytic Geom 2	4	MATH 1226	Calculus of a Single Variable	4

onto the [US Schools Transfer Credit Request Form](#) and email the form to the email address listed on the form. Approval is handled by Academic Affairs Office.

NOTE: For courses not listed in the database, you may submit a course syllabus via email with the form to be evaluated.



3. Sign-up & Complete the Course(s)

- ✓ Upon receiving pre-approval (request form emailed back to you), sign up for the course at the other institution.
- ✓ Must earn a C or higher for credit to transfer. Credits transfer, grades do not.

For more information on VA Community College course availability per semester, search the [VCCS course site](#) as available for all schools



4. Send Official Transcripts to Virginia Tech

Upon completion of the course(s), be sure to hand deliver or request an unopened official transcript be sent to the Registrar's Office in order to receive the credit at Virginia Tech:

Office of the University Registrar (MC 0134)
Student Services Building, Suite 250, Virginia Tech
800 Washington St., SW
Blacksburg, VA 24061