

How to Transfer Credits

NOTE: If you wish take classes at another institution, it is YOUR RESPONSIBILITY to follow all the steps below (including verifying equivalency, signing up for the course, and transferring the credit back).

Start

Do you want to take a class in state or out of state?

In-State

Out-of-State

Will the class be at a Virginia Community College?

Will the class be at a Virginia 4 year institution?

Look up equivalent course options in the **Transfer Equivalency Database**

Look up equivalent course options in the **VCCS Guide**

Look up equivalent course options in the **Transfer Equivalency Database**

No equivalent option

Equivalent option

★
Even if the course is listed in the guide or database, still submit the appropriate form to ensure equivalency

★
Even if the course is listed in the guide or database, still submit the appropriate form to ensure equivalency

Submit the **VA Community Colleges Transfer Credit Request Form**

Obtain a course syllabus from the other institution and attach it to form

Submit the **US Schools Transfer Credit Request Form**

Obtain a course syllabus from the other institution and attach it to form

Submit the **US Schools Transfer Credit Request Form**

This approval process is handled by the Academic Affairs Office. Form can be submitted via email to the email address listed on the form.

This approval process is handled by the Academic Affairs Office. Form can be submitted via email to the email address listed on the form.

Once pre-approval is received (form emailed back to you), sign up for the course at the other institution

Once pre-approval is received (form emailed back to you), sign up for the course at the other institution

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

Must earn a C or higher for credit to transfer. Credits transfer, grades do not.