

# Transfer Credit eForm Instructions

Office of the University Registrar

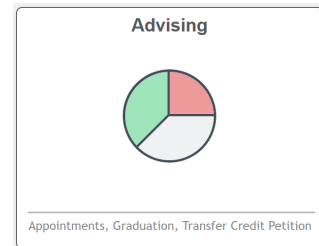
## How to Locate the eForm

- Log into [AccessUH](#)

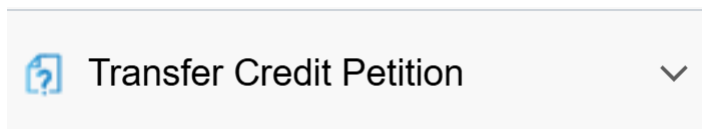
- Select the myUH Self Service icon



- Select Advising Tile

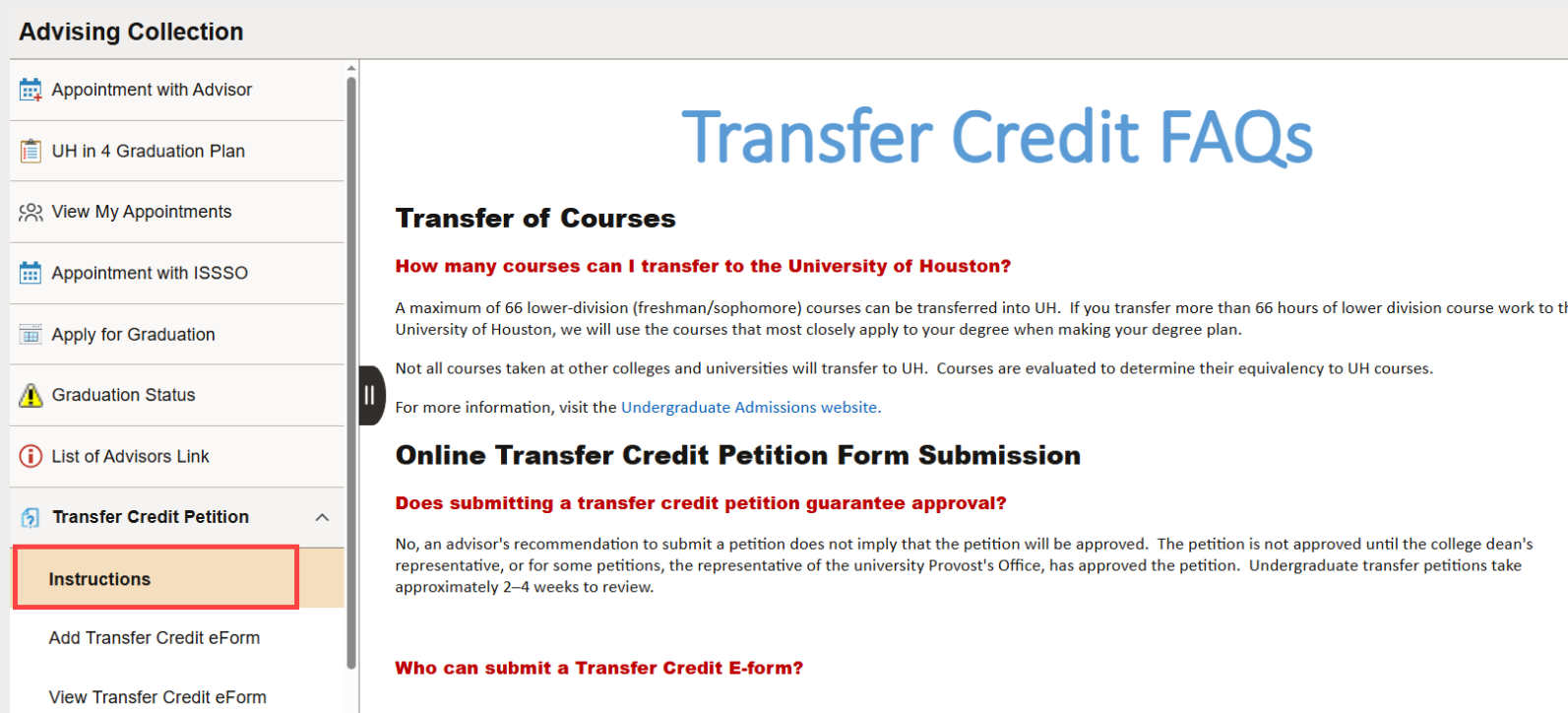


- The Transfer Credit Petition tab is on the left side of the screen.  
Click the drop-down to expand the eForm folders.



# Transfer Credit Petition Instructions

- In the dropdown menu, select 'Instructions' to review frequently asked questions about transfer credit before submitting your petition.



The screenshot shows a web interface with a sidebar on the left titled "Advising Collection". The sidebar contains several menu items, each with an icon: "Appointment with Advisor" (calendar), "UH in 4 Graduation Plan" (document), "View My Appointments" (people), "Appointment with ISSSO" (calendar), "Apply for Graduation" (calendar), "Graduation Status" (warning triangle), "List of Advisors Link" (info), "Transfer Credit Petition" (document with a dropdown arrow), and "Add Transfer Credit eForm" / "View Transfer Credit eForm". The "Transfer Credit Petition" item is expanded, and the "Instructions" option is highlighted with a red border. The main content area on the right is titled "Transfer Credit FAQs" in large blue text. Below this title, there are two sections: "Transfer of Courses" and "Online Transfer Credit Petition Form Submission". The "Transfer of Courses" section has a sub-header "How many courses can I transfer to the University of Houston?" and contains text about the maximum number of transferable courses (66) and a link to the Undergraduate Admissions website. The "Online Transfer Credit Petition Form Submission" section has a sub-header "Does submitting a transfer credit petition guarantee approval?" and contains text explaining that approval is not guaranteed and depends on the college dean's recommendation and the university Provost's Office. A third sub-header "Who can submit a Transfer Credit E-form?" is visible at the bottom of the page.

**Advising Collection**

- Appointment with Advisor
- UH in 4 Graduation Plan
- View My Appointments
- Appointment with ISSSO
- Apply for Graduation
- Graduation Status
- List of Advisors Link
- Transfer Credit Petition**
  - Instructions**
  - Add Transfer Credit eForm
  - View Transfer Credit eForm

## Transfer Credit FAQs

### Transfer of Courses

**How many courses can I transfer to the University of Houston?**

A maximum of 66 lower-division (freshman/sophomore) courses can be transferred into UH. If you transfer more than 66 hours of lower division course work to the University of Houston, we will use the courses that most closely apply to your degree when making your degree plan.

Not all courses taken at other colleges and universities will transfer to UH. Courses are evaluated to determine their equivalency to UH courses.

For more information, visit the [Undergraduate Admissions website](#).

### Online Transfer Credit Petition Form Submission

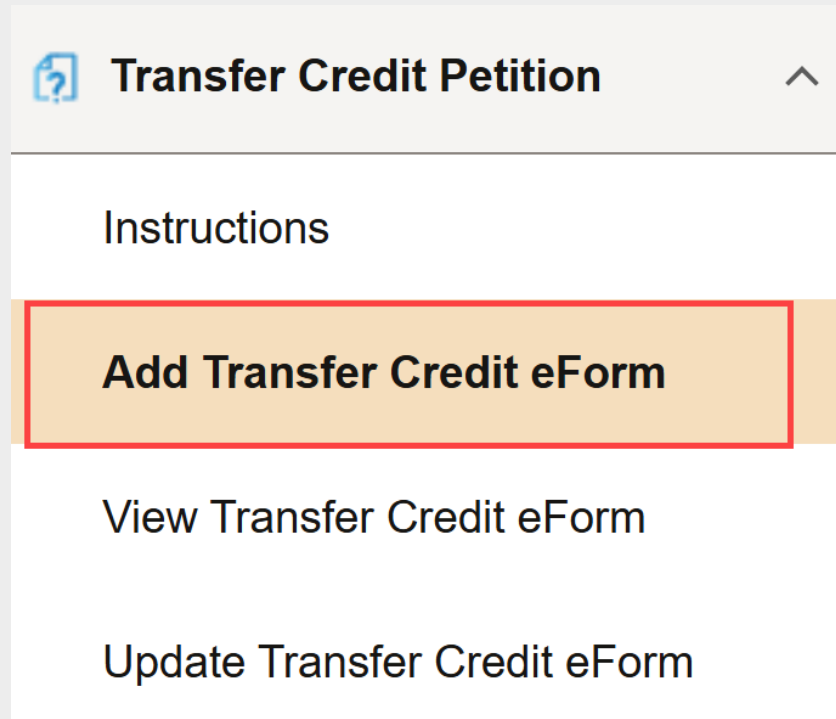
**Does submitting a transfer credit petition guarantee approval?**

No, an advisor's recommendation to submit a petition does not imply that the petition will be approved. The petition is not approved until the college dean's representative, or for some petitions, the representative of the university Provost's Office, has approved the petition. Undergraduate transfer petitions take approximately 2–4 weeks to review.

**Who can submit a Transfer Credit E-form?**

## Submitting a new eForm

Click the **Add Transfer Credit eForm**.



The image shows a dropdown menu for "Transfer Credit Petition". The menu is open, displaying four options. The first option is "Instructions". The second option, "Add Transfer Credit eForm", is highlighted with a red border. The third option is "View Transfer Credit eForm". The fourth option is "Update Transfer Credit eForm".

- Transfer Credit Petition ^
- Instructions
- Add Transfer Credit eForm**
- View Transfer Credit eForm
- Update Transfer Credit eForm

# Submitting a new request cont'd

Select the transfer Institution, Subject Area, and Catalog Number you would like to petition for the transfer credit

\*If petitioning for multiple courses from a transfer institution, submit a petition for each course.

### Current Transfer Equivalency

Select the transfer institution(s) and course(s) for which you would like to petition the transfer credit.

\*Transfer Institution ◇

\*Subject Area ◇

\*Transfer Catalog Nbr ◇

1

2

3

\*Select the Search  icon to retrieve better results.

Cancel

Lookup

Search for: UH Subject Area

▼ Search Criteria

Subject Area (begins with)

Description (begins with)

Search

Clear

▼ Search Results

## Submitting a new request cont'd

Select the UH Subject Area and Catalog Number. Indicate if this request is for core credit, direct equivalency, or both.

1

\*UH Subject Area

2

\*UH Catalog NBR

Core Area

3

\*Core Credit or Direct Equivalency

Total External Credits 0.00

UH Course Credits 0.000000

Select additional information, if applicable.

### Additional Transfer Information:

Expected to Graduate in Next 12 Months ☐ No

Requirement For Major ☐ No

PreReq For Upcoming Course Enrollment ☐ No

Requirement For Minor ☐ No

## Submitting a new request cont'd

Petitions will be sent to the department of your major. You will be prompted to select “Yes” to Send to Department of Major.

3 rows


	Academic Plan ◇	Description ◇	Academic Plan Type ◇	Send to Department of Major ◇	Academic Program ◇	Academic Organization ◇
1	AFSCMNR	Air Force Leadership	MIN	No		H46
2	ARTSTUMNR	Studio Art	MIN	No		H23
3	HLTHBS	Health, BS	MAJ	<div><input type="checkbox"/> No</div>	030UG	H300EPY

Enter the explanation of the request.

Explanation of Request

## Submitting a new request cont'd

### File Attachments

1 row				
Attachment Required	Action	Description ◇	File Name ◇	Delete
1 	<button>Upload</button>	Petition Course Syllabus		<button>Delete</button>
<button>Add</button>				

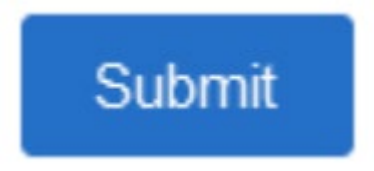
- Complete the petition and provide requested documents. You will have the option to [save the form](#) if you need to come back to it later.
- After completing the eForm, you will have an option to add comments regarding your transfer credit petition and confirm all uploads.



## Submitting a new request cont'd

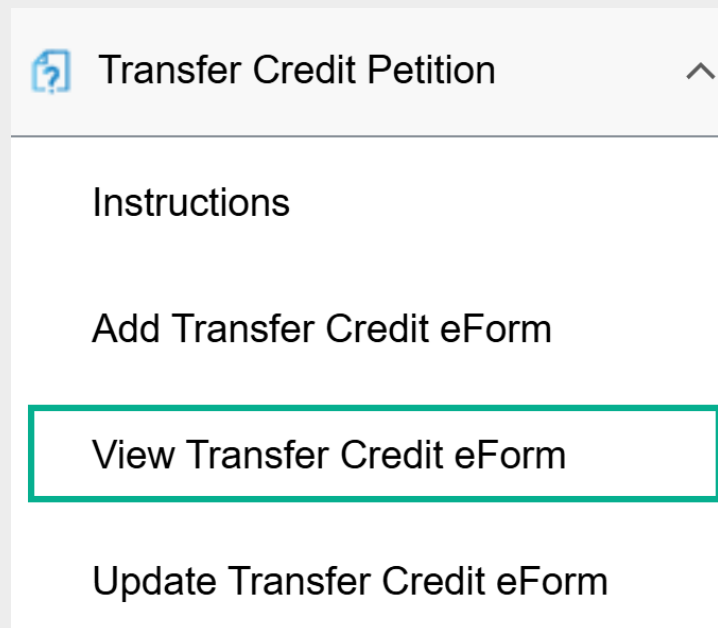
- Certify that all information is accurate by sliding the option to Yes.
- Click Submit to send the document for the Office of the University Registrar to review. Please allow 5-7 business days for processing. Processing time may increase during peak enrollment season.

**Important:** If you would like to make edits to a submitted or saved form, please [select Update Transfer Credit eForm](#). You can also [view](#) the form to see the answers that submitted.

A blue rectangular button with rounded corners and a white border, containing the word "Submit" in white text.

## How to view submitted eForm

Click the **View a Transfer Credit Petition eForm** option to review a submitted petition. You will need to input your Student ID and term to view the form with your submitted answers.

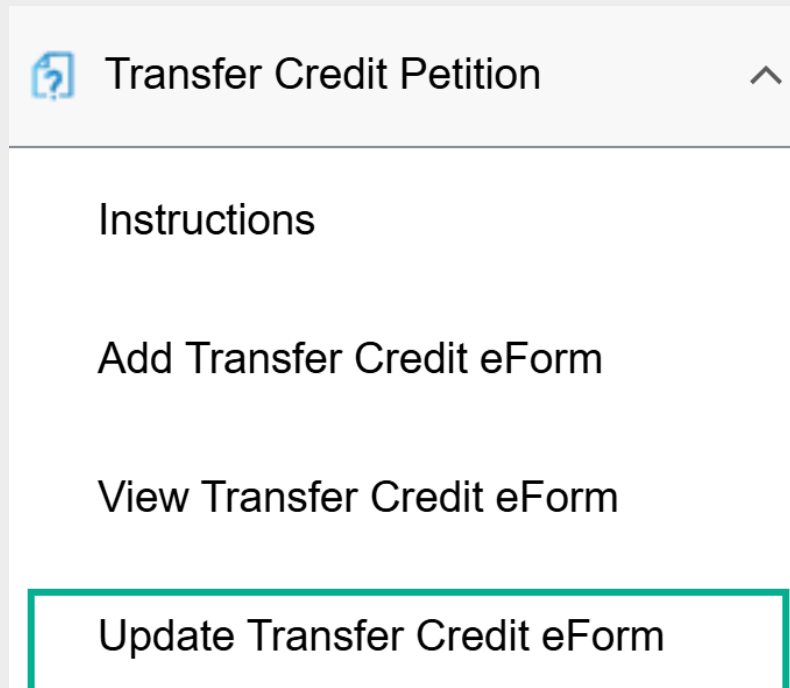


A screenshot of a web application menu for "Transfer Credit Petition". The menu is displayed in a light gray box. At the top, the title "Transfer Credit Petition" is followed by a small upward-pointing chevron icon. Below the title, there are four menu items: "Instructions", "Add Transfer Credit eForm", "View Transfer Credit eForm", and "Update Transfer Credit eForm". The "View Transfer Credit eForm" item is highlighted with a teal rectangular border.

- Transfer Credit Petition ^
- Instructions
- Add Transfer Credit eForm
- View Transfer Credit eForm**
- Update Transfer Credit eForm

## How to update an eForm

Click the **Update Transfer Credit eForm** option to edit a saved petition. You will need to input your Student ID and term to recover the form with your previous answers.



A screenshot of a web application menu titled "Transfer Credit Petition". The menu is displayed in a light gray box with a white background. At the top, there is a header bar with a blue question mark icon on the left, the text "Transfer Credit Petition" in the center, and a small upward-pointing chevron icon on the right. Below the header bar, the menu items are listed in a simple, sans-serif font. The items are: "Instructions", "Add Transfer Credit eForm", "View Transfer Credit eForm", and "Update Transfer Credit eForm". The "Update Transfer Credit eForm" item is highlighted with a teal-colored rectangular border.

- Transfer Credit Petition
- Instructions
- Add Transfer Credit eForm
- View Transfer Credit eForm
- Update Transfer Credit eForm

## Questions

- In case of any questions, please contact the Office of the University Registrar (OUR)
- Phone: 713-743-1010, Option 7