Transfer Credit eForm Instructions

Office of the University Registrar
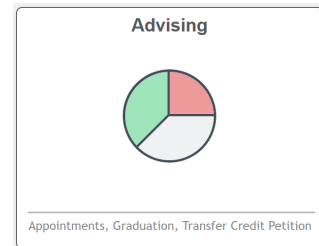
UNIVERSITY OF HOUSTON
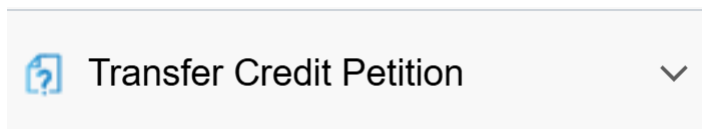
How to Locate the eForm

- Log into AccessUH

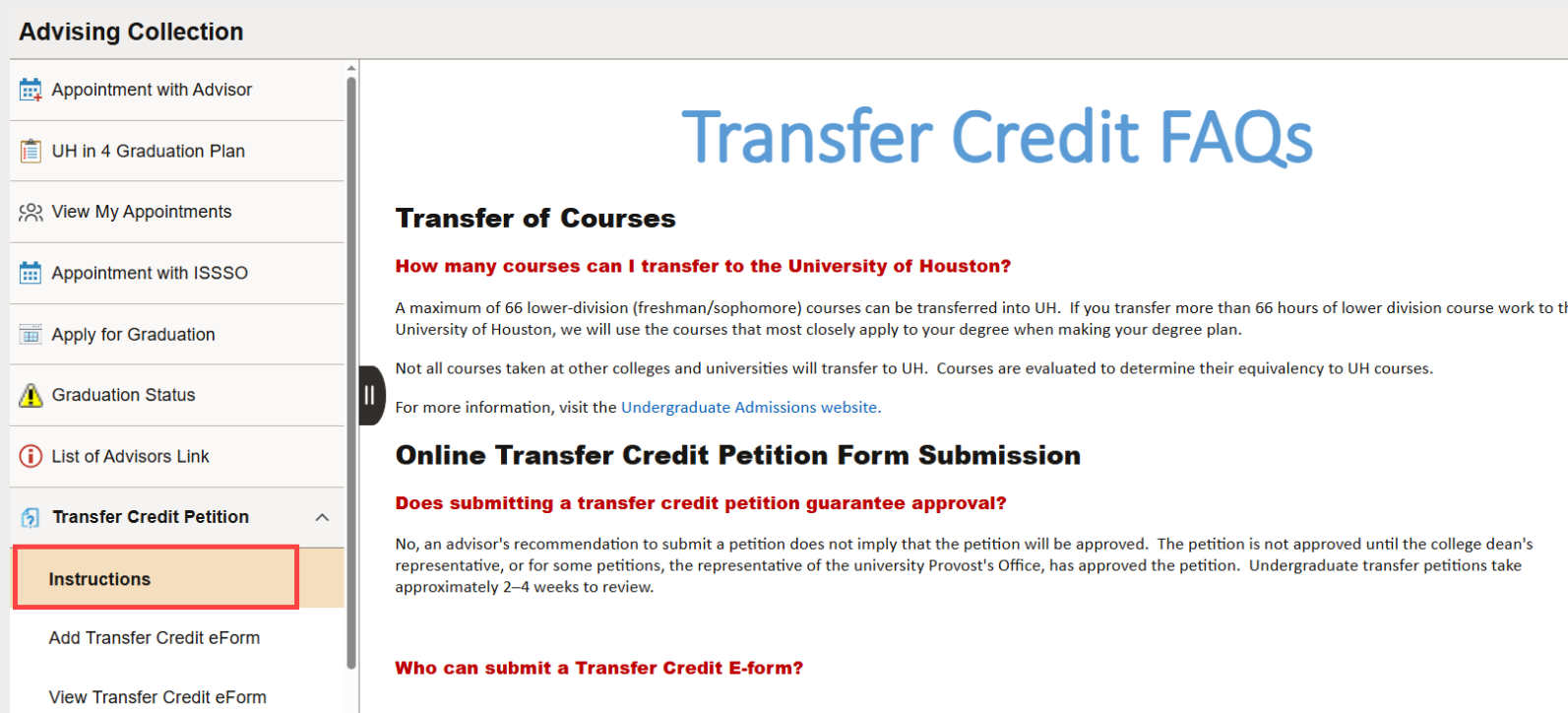- Select the myUH Self Service icon

- 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.

Submitting a new eForm

Click the **Add 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.

*Select the Search 🔍 icon to retrieve better 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 🔍
③ *Core Credit or Direct Equivalency	⌄	Core Area

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	PreReq For Upcoming Course Enrollment	No
Requirement For Major	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.

	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	No	030UG	H300EPY

3 rows

Enter the explanation of the request.

Explanation of Request

Submitting a new request cont'd

File Attachments

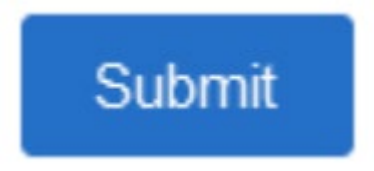| Attachment Required	Action	Description	File Name	Delete
1 ⓘ	Upload	Petition Course Syllabus		Delete

1 row

Add

- 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.
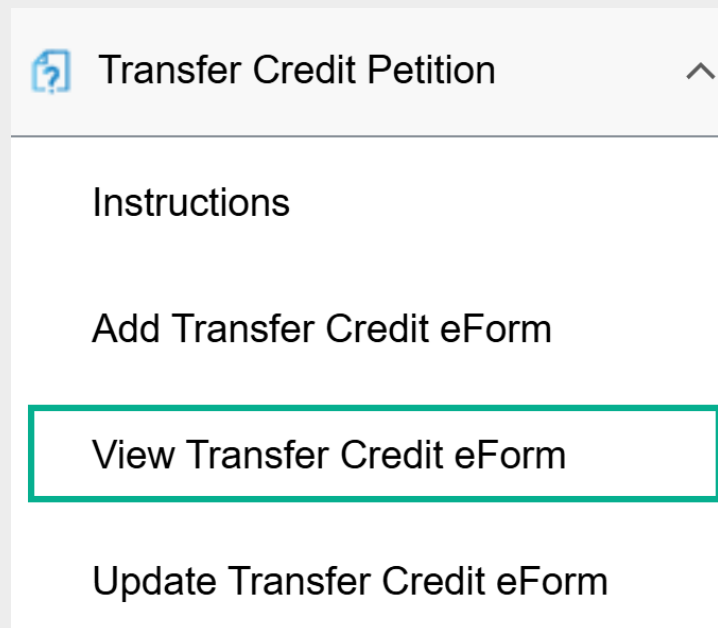
Submitting a new request cont'd

- 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.

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.
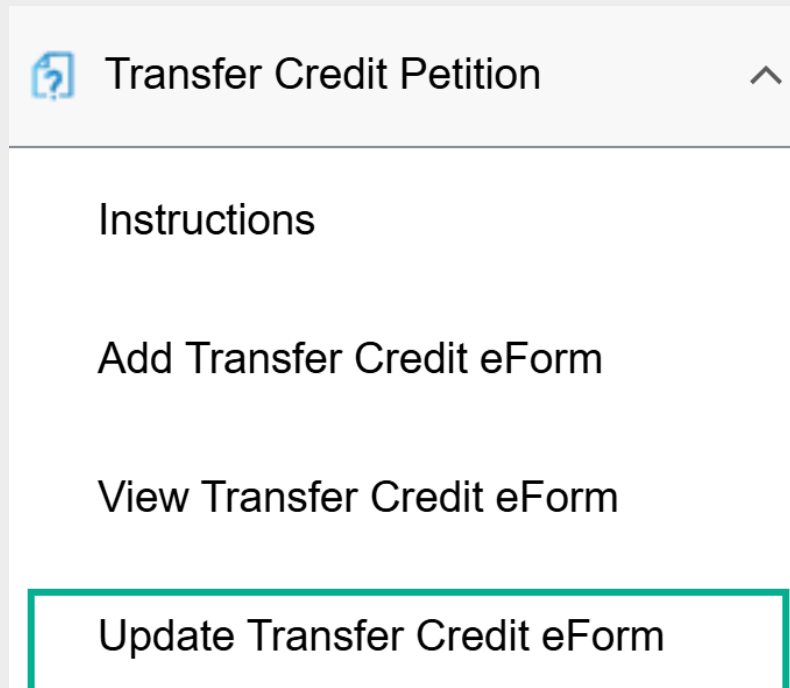
How to update an eForm

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.

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