

Digital Request for Transfer Credit Form

How to complete the digital Request for Transfer Credit Form

The Programs Abroad Request for Transfer Credit Form is a required item which must be completed as a part of the preparation process for transfer credit programs. Failure to complete this process will affect your ability to receive UT credit and use state and federal financial aid for your program.

The form is completed digitally using the links below based upon the UT college of your major or minor. DO NOT complete the form without reading the instructions below.

Haslam College of Business majors (or seeking credit towards a minor or second major in HCB)

use this link: <http://tiny.utk.edu/paortcfhcb>

College of Arts and Sciences majors (or seeking credit towards a minor or second major A&S)

use this link: <http://tiny.utk.edu/paortcfas>

For majors in all other UT Colleges (or seeking credit in minors or majors in other UT Colleges)

use this link: <http://tiny.utk.edu/paortcfoc>

RTCF INSTRUCTIONS and TIPS for completion

- Before deciding on the link to use from above, choose the preferred and backup courses from your program you wish to request for pre-approval.
- Before submission of the digital form, talk with your academic advisor(s) to review your plan. Determine what credit you are seeking from your program whether that is credit for your major, a minor, a second major, general education or other college or department electives.
- Review the [UT Course Program of Study](#) requirements. If you wish to receive UT scholarships and financial aid, a minimum of 12 US credits of courses taken must apply to your degree program. Failure to follow these requirements will mean your funds may not be disbursed or you may be required to repay funds disbursed to you.
- If you are seeking pre-approval for courses towards your major or general education or electives built into your degree program, submit the form for the UT College under which your major is listed. If you are also seeking pre-approval for courses towards a minor or second major in the Haslam College of Business or the College of Arts and Sciences, submit the form for that college from the above links.
- Be sure to have your course syllabi ready in English and saved in PDF format. If you do not have syllabi, reach out to your affiliate or host university contact to obtain them before submitting your form.
- Read the tips on the following pages for information specific to each form prior to submission. After submission, watch your UT email address carefully for email from the address "forms@utk.edu" which will include instructions for continuing the processing and accessing the final copy of your form.
- The process of pre-approval will take a number of weeks depending on the UT College process and the faculty and staff reviewing your form. Start as soon as you have your class information. Do not wait until a few weeks before departure or your form will not be completed in time for your UT scholarships and financial aid to be disbursed.
- Once your form has been reviewed by the financial aid office, you will need to complete the Financial Aid Certification Form in your MyUTK portal. Your financial aid and scholarships will not be disbursed until this online form has been completed.

Tips for completion of the College of Arts and Sciences form:

- The pre-approval process for College of Arts and Sciences will route your form to the appropriate faculty and advisors who will review and sign off based upon the courses you list on your form. These individuals may not be the academic advisors you speak to regularly depending on the department of the courses and their processes for course pre-approval.
- The College of Arts and Sciences Advising Office will review your form for any general education or elective approvals and to confirm whether each course meets the UT Course Program of Study requirements and is degree applicable.
- Once all faculty and staff have reviewed your form, you will receive an email notice to return to your form to review the information provided about the courses. Make sure to read the form carefully. You will be asked in this final review step to decide to move forward to enroll in the courses on your form or to cancel your form and complete a new one.
- Once you complete your final review, you will receive a confirmation email with next steps based on your decision.
- Once the Programs Abroad Office has processed your form, you will get a final confirmation email from the address forms@utk.edu.
- Do not submit multiple forms at the same time, unless you are seeking credit pre-approval for both a major (and its associated general education or college degree requirements) in the College of Arts and Sciences and also are seeking credit pre-approval for minor or second major courses in the Haslam College of Business or another UT College.
- Once you have submitted your form, you may view its progress using the following steps:
 - Go to the Dynamic Forms webpage at <https://tiny.utk.edu/df>.
 - Once there, you will be asked to login with your UT NetID and password.
 - After login, you will need to look for the My Forms section at the top left of the screen.
 - Click on My Forms and then you will see two options: Pending/Draft Forms and Forms History.
 - Click Pending Forms, to view your forms submitted and in process.
 - To see the detail, click on the PDF icon to view the document in its current form.
 - If course reviews have been done, a requirement met line will appear under the course with the advisor review. Comments may also be added at the bottom of the document.
 - Digital signatures will appear at the bottom of the document which can help you to see which individuals have signed and what is left to be completed.

If you have additional questions regarding the process, please contact your [Programs Abroad Coordinator](#), come to walk-in advising hours in Melrose Hall Monday-Friday, 12:00am-5:00pm (when semester courses are in session) or call to the Programs Abroad Office at 865-974-3177.

Tips for completion of the Haslam College of Business form:

- The Haslam College of Business International Programs and Study Away (IPSA) Office will review your form and work with the relevant UT offices for your course pre-approvals for HCB courses and general education requirement such as the language requirement.
- Once all faculty and staff have reviewed your form, you will receive an email notice to return to your form to review the information provided about the courses. Make sure to read the form carefully. You will be asked in this final review step to decide to move forward to enroll in the courses on your form or to cancel your form and complete a new one.
- Once you complete your final review, you will receive a confirmation email with next steps based on your decision.
- Once the Programs Abroad Office has processed your form, you will get a final confirmation email from the address "forms@utk.edu."
- Do not submit multiple forms at the same time, unless you are seeking credit pre-approval for both a major or concentration/collateral (and its associated general education or college degree requirements) in the Haslam College of Business and also are seeking credit pre-approval for a minor or second major in the College of Arts and Sciences or another UT College.
- Once you have submitted your form, you may view its progress using the following steps:
 - Go to the Dynamic Forms webpage at <https://tiny.utk.edu/df>.
 - Once there, you will be asked to login with your UT NetID and password.
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Tips for completion of the form for all other UT Colleges:

- Your form will route through the relevant UT faculty and staff for pre-approvals.
- After your submission, review will be completed by the Undergraduate Admissions Transfer Center.
- The form will then be routed to you for you to enter the NetID of up to two academic advisor(s) who need to review your courses. Read the instructions carefully that appear in the form at this step to understand the NetID process. You will prompted to complete this step by email from the address "forms@utk.edu."
- Look up your academic advisor in the [UT Directory](https://directory.utk.edu) (<https://directory.utk.edu>) using their first and last name in order to determine their NetID. It will be found on the top right corner of the page once you find and select the individual. If you are unsure, contact your academic advisor to confirm their NetID.
- If you are in the College of Architecture and Design, remember that your academic advisors, Ronda Wright and Julie Beckman use alias emails which are not their NetIDs. Look them up and choose only one of them to enter in the form. Do not enter a minor advisor unless you have a minor outside of the College of Architecture and Design for which you are seeking course pre-approval.
- Once all faculty and staff have reviewed your form, you will receive an email notice to return to your form to review the information provided about the courses. Make sure to read the form carefully. You will be asked in this final review step to decide to move forward to enroll in the courses on your form or to cancel your form and complete a new one.
- Once you complete your final review, you will receive a confirmation email with next steps based on your decision.
- Once the Programs Abroad Office has processed your form, you will get a final confirmation email from the address "forms@utk.edu."
- Do not submit multiple forms at the same time, unless you are also seeking pre-approval for courses in a minor or second major in the Haslam College of Business or the College of Arts and Sciences.
- Once you have submitted your form, you may view its progress using the following steps:
 - Go to the Dynamic Forms webpage at <https://tiny.utk.edu/df>.
 - Once there, you will be asked to login with your UT NetID and password.
 - After login, you will need to look for the My Forms section at the top left of the screen.
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