

STEPS TO TRANSFER CREDITS



Step 1:
Look for equivalent courses

Step 2:
Get pre-approval



Step 3:
Sign up & complete the course(s)



Step 4: Send official transcripts to VT

STEP 1: Look for equivalent courses

Virginia Community Colleges

VCCS Guide

4-year schools in Virginia
Any out of state school

Transfer Equivalency Database

STEP 2: Get pre-approval

For Virginia Community Colleges:

For 4-year Institutions or Out of State Schools:

Go to pampl.in/transferecreditauth and complete the 'Authorization to Take Courses Elsewhere' survey.

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Submit the request as early as possible. We recommend at least **5 workdays** before the class start date.

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No syllabus is required for courses taken at a Virginia Community College.

You must provide a syllabus with your request. This will be used for departmental review.

NOTE: For more information on Virginia Community College course availability per semester, search the [VCCS course site](#).

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

STEP 3: Sign up & Complete the Course(s)

Upon receiving pre-approval (sent via email), sign up for the course at the other institution.

You must earn a C or higher for the credit to transfer. The credits will transfer, the grades will not.

STEP 4: Send official transcripts to VT

Upon completion of the course (s), request that 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 Street SW
Blacksburg, VA 24061



Adapted from VT College of Engineering Education Department