

Permission To Transfer Credit Form — Instructions

Important: Once admitted to the university, a student should obtain written approval from his or her academic dean before taking courses at another institution with the intention of transferring toward a University of Mississippi degree. This form should be used by students enrolled in Freshman Studies, Bachelor of Multi-Disciplinary Studies or Bachelor of University Studies. Students enrolled in programs under other schools at the University of Mississippi should consult their respective academic deans' offices for the appropriate form.

*** Important note for Freshman Studies:** We only guarantee that the courses will transfer back to UM. We cannot guarantee that they will specifically fulfill a requirement for the major that you ultimately decide to pursue.

1. Print this form and fill it out completely. PRINT CLEARLY.
2. Submit the completed form to the Office of General Studies. It may be submitted by one of the following methods:
 - a. In person at Jackson Avenue Center, Suite K Central
 - b. By email as a PDF attachment to **generalstudies@olemiss.edu** (if submitting the form by email, be sure to sign and date the form before scanning it)
 - c. By fax to (662) 915-5138
 - d. By postal mail sent to the following address:
Office of General Studies
Jackson Avenue Center
P.O. Box 1848
University, MS 38677-1848
3. The form will be processed as quickly as possible from the time it is received in the Office of General Studies. If you are requesting to take a course that has not previously been transferred to UM, we will have to send a request to the appropriate UM academic department to review the course and assign an equivalent UM prefix and course number. This can take several weeks, so please be sure to submit your request as early as possible.
4. After the form has been approved, you will receive a signed copy to your UM e-mail address.

Continued



THE UNIVERSITY of
MISSISSIPPI

Revised 12-14-2018

