

Request for Course Transfer Review

Prior to completing this form, you must check the "<u>Transfer Course Equivalencies</u>" on the MaineStreet Portal. There you will be able to enter the other institution and course you are planning to take to see if there is an equivalent course at the University of Maine.

	nsfer Course Equivalencies table and found that it is not in the table. If e, you will need to complete this form. You must allow for a minimum
	Student Information
Name	7 digits ID#
Contact E-mail	Phone Date
	Institution Information
Name	
Address	
	Course Information
Subject & Catalog number (e.g. ENG 101)	Credits
Course Title	
Course Instruction Method:	line If you are looking for this course to transfer as a specific UMaine course or to satisfy a particular requirement, please indicate the UMaine course or requirement below:
Term Year Cour	rse or requirement needed

You **must** attach the **course description** or your request will not be considered. Also attach a **course syllabus** if available. A request submitted without a syllabus may be reviewed less promptly and is less likely to be approved as equivalent to a specific UMaine course.

Please note that taking classes elsewhere does not guarantee the level of preparation that you would have if you took the course at UMaine. Before leaving campus to take the course, you must complete a "Domestic Study Away Registration" form to ensure the course will fulfill a graduation requirement, make good academic sense for your program of study and future coursework, and to arrange for financial aid if you will be using financial aid for the course.

E-mail all completed materials to <u>um.transfer@maine.edu</u> or mail to University of Maine Office of Student Records, 5781 Wingate Hall, Orono, Maine 04469-5781.