

1. Complete all information requested on form:
 - a. Demographic information in section A
 - b. Section B with Academic Advising Office
 - c. Section C with Office of the University Registrar
2. Make a copy of the form for your records.
3. Contact the receiving school to determine deadlines and any other requirements (i.e. immunization forms, transcript from UF).
4. If you receive financial aid or scholarships, take a completed form (copy) to Student Financial Affairs (107 Criser Hall) to determine if funds can be used at the other school.
5. Have an official transcript sent to UF after completion of courses to:

University of Florida
Transfer Credit Evaluation
PO Box 114000
Gainesville, FL 32611-4000