Transfer Credit Guide Tutorial

HOW TO SUBMIT COURSEWORK TO THE TRANSFER CREDIT GUIDE FOR EVALUATION
First Steps

Step 1:
Ensure your Official Transcript has been sent to ASU from your previous College/University. If you have attended multiple institutions, make sure to send a transcript from each institution.

Step 2:
Obtain the English translated version of your course syllabus if you would like international coursework evaluated.
Step 3: Once you have completed steps 1 and 2, go to the Transfer Students site and locate the “Transfer Credit Guide (TCG)”: https://transfer.asu.edu/transfer-credits.
Step 4: On the Transfer Students site, select “Transfer Credit Guide.”
Step 5a: On the Transfer Credit Guide site, select “Search” linked below “Future Sun Devil” if you are looking for course equivalency.
Step 5b: On the “Course Equivalency Search” page, choose the name of your institution and complete the remaining sections of the form. This will show all ASU course equivalencies.

To submit a specific course for evaluation, select “Copy to ‘Submit Courses for Evaluation’”. 
Step 6a: To submit a course for evaluation directly, select “Submit it for evaluation” found on the main page of the Transfer Credit Guide.
Step 6b: Please complete all fields if possible.

Course Evaluation Request

Is an institution or course missing from our equivalency guide? You can submit a course for evaluation here.

☐ Submit on behalf of a student
☐ I am an Arizona Community College Student completing a MAPP or TAG

Institution*

Course Prefix*   Number*   Credit Hours   Term Taken*   2017

Title

Optional notes

Choose File   No file chosen

Upload Syllabus (Only pdf, doc, docx, pptx and .ppt files)

Syllabus URL(s)
Step 7: Ensure you have uploaded the syllabus to the form. If you have multiple classes that need evaluation, click “Add Course”.

Once all classes are added, click “Submit for Evaluation.”
Final Steps

After your courses have been evaluated you will receive an email notifying you of their status.

Please be aware that evaluations may take anywhere from a few days to a few weeks depending on the volume of evaluations the department is receiving.

Once your evaluation is completed, contact your Academic Advisor with questions pertaining to how these courses may be applied to your degree program.
Questions? Contact Us!

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Our office is open M-F 8:00am-5:00pm (Arizona Time)

Visit our website