Welcome to the University of Maryland! Please review the following 5 steps for important information regarding the transfer of courses to the University of Maryland (UMD).

1. **Upon completion of ALL courses at your previous institution, have your final official transcript sent to:**

   **Institutions in the United States**
   - University of Maryland
   - Office of the Registrar
   - 7999 Regents Drive
   - College Park, MD 20742

   **Institutions OUTSIDE the United States**
   - University of Maryland
   - Office of Undergraduate Admissions
   - 7999 Regents Drive
   - College Park, MD 20742

2. **Visit Testudo** ([http://www.testudo.umd.edu](http://www.testudo.umd.edu)) **to view your transfer courses on your UMD unofficial transcript.**

   Make sure to check that:
   1. all the courses you COMPLETED at your transfer institution are listed; and
   2. the course titles accurately reflect the course titles at your transfer institution

   To report missing or incorrect transfer courses on your UMD unofficial transcript contact:
   - Institutions in the United States ➔ registrar-help@umd.edu
   - Institutions OUTSIDE the United States ➔ transfercredit@umd.edu

3. **Determine which courses are accepted by UMD.**

   Transfer Credit Services (TCS) **oversees** the process by which courses are evaluated for **acceptability** by UMD. The academic department administering the course content completes the transfer course evaluations.

   **Transfer Courses – Evaluated for Acceptability**
   Notations on your UMD unofficial transcript indicate if/how the course has been evaluated for acceptability. The course has:
   1. a **direct UMD equivalency**
   2. no direct equivalency, but has a **General Education (GenEd) code**
   3. no direct equivalency, but it is a **general elective (e.g. L1, L2, G1, G2, LB, N1, N2, R1, R2)**
   4. not been awarded **No Credit**, which means it is **NOT acceptable** at UMD

   See page 2 for additional information regarding **general elective codes** (L1, L2, G1, G2, LB, N1, N2, R1, R2)

4. **Request a transfer course evaluation for acceptability.**

   Detailed instructions can be found at: [http://www.transfercredit.umd.edu/tceval.html](http://www.transfercredit.umd.edu/tceval.html)
   All required materials must be submitted for your evaluation to be completed in a timely manner.

5. **Determine applicability of transfer courses toward degree requirements.**

   You will **work with your advising college** to determine how your transfer courses apply toward your degree requirements (General Education requirements, specific major requirements, and total credits needed to graduate).
   **Note:** a course must be **acceptable** by UMD before it can be **applicable** toward degree requirements.

For additional questions, please refer to the Transfer Credit Services website: [www.transfercredit.umd.edu](http://www.transfercredit.umd.edu).
Unofficial Transcript Elective Codes

**Transfer Courses Evaluated for Acceptability as a General Elective**

If your transfer course has one of the following general elective codes on your UMD unofficial transcript, this means the transfer course has been evaluated as acceptable for transfer to UMD. Further evaluation is possible for courses with N1, N2, R1 or R2 codes to determine if the course can be a equated to a specific UMD course or can be used to satisfy a general education requirement. All other general elective codes (L1, L2, G1, G2 or LB) indicate the evaluation is FINAL.

You may have L1 or L2 codes with footnotes NS (needs syllabus) or PE (pending evaluation) instead of the codes above. Please treat L1 w/footnote NS the same as N1, L2 w/footnote of NS the same as N2, L1 w/footnote PE the same as R1, and L2 w/footnote PE the same as R2.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Transfer Evaluation Status</th>
</tr>
</thead>
</table>
| L1   | Lower-level Elective [FINAL] | Evaluation is final. The course:  
  - Is acceptable for transfer to UMD, and  
  - Does not require further review, and  
  - Is NOT a direct UMD equivalency or general education |
| L2   | Upper-level Elective [FINAL] |
| N1   | Lower-level Elective [NEED SYLLABUS] | Evaluation is NOT final. The course:  
  - Is acceptable for transfer to UMD, but  
  - Requires a syllabus for further review to be a direct UMD equivalency or general education  
  - To request the course be evaluated further, please submit the syllabus online at [http://www.transfercredit.umd.edu/tceval.html](http://www.transfercredit.umd.edu/tceval.html) |
| N2   | Upper-level Elective [NEED SYLLABUS] |
| R1   | Lower-level Elective [UNDER REVIEW] | Evaluation is NOT final. The course:  
  - Is acceptable for transfer to UMD, and  
  - Is under further review to be a direct UMD equivalency or general education  
  - Continue to check your unofficial transcript via Testudo for an update on the evaluation status |
| R2   | Upper-level Elective [UNDER REVIEW] |
| G1   | Lower-level Elective [GENEd] | Evaluation is final. The course:  
  - Is acceptable for transfer to UMD, and  
  - Does not satisfy a specific general education requirement, but can be used in the 40 credit GenEd count,  
  - Does NOT require further review, and  
  - Is NOT a direct UMD equivalency nor does it satisfy a specific general education requirement |
| G2   | Upper-level Elective [GENEd] |
| LB   | Lab Course | Evaluation is final. The course is acceptable for transfer to UMD as a lab |

**Transfer Course - Pending Transfer Credit - Needs Evaluation for Acceptability**

If your transfer course has one of the following codes on your UMD unofficial transcript, this means the transfer course has NOT been evaluated for acceptability at UMD and the transfer credit is currently pending. Further evaluation is needed to determine if the course is acceptable for transfer to UMD. Once further review has been completed, transfer courses will ultimately be deemed:

- acceptable and will be awarded transfer credit at UMD; or
- NOT acceptable and will NOT be awarded transfer credit at UMD

You may have a transfer course listed as not accepted with footnote NS (needs syllabus), PE (pending evaluation) or 44 (individual review) instead of the codes above. Please treat not accepted w/footnote NS the same as NE, not accepted w/footnote of PE the same as UR, and not accepted w/footnote NS and 44 the same as ST.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Transfer Evaluation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE</td>
<td>Needs Evaluation</td>
<td>Evaluation needed. The course is NOT acceptable at this time and requires further evaluation to be acceptable for transfer to UMD</td>
</tr>
</tbody>
</table>
| UR   | Under Review | Evaluation needed. The course:  
  - Is NOT acceptable at this time, and  
  - Is under further review to be acceptable for transfer to UMD |
| ST   | Special Topics | Evaluation needed. The course is NOT acceptable at this time and requires further evaluation to be acceptable for transfer to UMD |

For additional questions, please refer to the Transfer Credit Services website: [www.transfercredit.umd.edu](http://www.transfercredit.umd.edu).