



# Steps to Transfer Credits

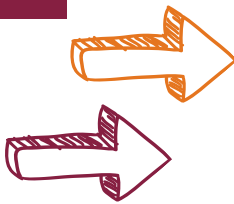


## STEP 1: Search for equivalent courses

Virginia Community Colleges

4-year schools in Virginia

Any out of state school



[VCCS Guide](#)

[Instructions on How to Use the Transfer Equivalency Database](#)

[Transfer Equivalency Database](#)

## STEP 2: Get pre-approval

1. Complete the [Authorization of Transfer Credit](#) form.
2. Submit the form to the [School of Animal Sciences Tiny URL](#).
  - a. Include the syllabus/syllabi if the course(s) was/were not found in the VCCS Guide or the Transfer Equivalency Database.
  - b. **NOTE:** This must be done BEFORE taking the course(s) you would like to transfer.
3. SAS processes the request and submits it to CALS.
4. CALS approves or denies the request and contacts the student.

## STEP 3: Sign up & complete the course(s)

- Upon receiving pre-approval (sent via email), sign up for the course at the other institution.
- You must earn a C or higher for the credit to transfer. See more information regarding the criteria for assessing transfer credit [here](#). The credits will transfer, the grades will not.

## STEP 4: Send official transcripts to Virginia Tech

Upon completion of the course(s), request that an official transcript be sent directly to the Registrar's Office. The best way to do this is via Parchment.



Office of the University Registrar (MC 0134)  
Student Services Building, Suite 250, Virginia Tech  
800 Washington Street SW  
Blacksburg, VA 24061  
[transfercredit@vt.edu](mailto:transfercredit@vt.edu)

You can view accepted credit on [Hokie Spa](#) → "Grades" → "Transfer and Other Additional Credit"

If the transfer credit does not show up within a month after requesting the official transcript, please contact [transfercredit@vt.edu](mailto:transfercredit@vt.edu)