

**University of North America**

**12750 Fair Lakes Cir Fairfax, VA 22033**

**Phone: +1 (571) 633-9651 Fax: +1 (703) 890-3372**

[**uona.edu**](http://www.uona.edu/)

**Master's Degree Transfer Credit Request Form**

* Requests must be supplemented by an Official Transcript from the institution(s) where the credits were earned, that have been sent directly to UoNA and meet the criteria published in the current catalog.
* All requests must be approved by an academic / operations director or assigned designee.
* A maximum of 22.5 quarter-hour credits will be permitted for transfer from other institutions to a UoNA master's degree program. All advanced placement, military, block transfer, & exam or professional experience credit equivalency are included in the maximum number of transfer credits permitted, of which no greater than 30 percent may be from professional experience credit equivalency.

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| **UoNA Student ID#** | **Student’s Full Name (print or type)** | **Personal Email** |
| **Date of Request** | **Name of Current Program** | **Request Submitted By (“**Student” or “Name of UoNA Staff Member”) |

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| **TO BE COMPLETED BY STUDENT**  **AND/OR Designated UoNA Staff Member** | |  | | | **TO BE COMPLETED BY UoNA VP ONLY** | |
| **Request to Transfer**  **LIST Course # & Title and Name of University/College** | **Course Credits**  **List SEM- or QTR-HR** | **Transfer Course Requested**  **for UoNA Course # & Title** | **QTR-HR Credits** | **Category**  **CC =Common Core**  **PC =Program Core**  **E =Elective** | **Official Transcript in Campus Café**  **Y=YES** | **Date Approved Entered & Form Uploaded in Campus Cafe**  **(mm/dd/yyyy)** |
| *EXAMPLE: MGTXXX Global Management No Name University* | *3 SEM* | *EXAMPLE: MGMT 542* Principles of Global Management | *4.5* | E | *Y* | *12/30/2000* |
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| **TO BE COMPLETED BY STUDENT**  **AND/OR Designated UoNA Staff Member** | |  | | | **TO BE COMPLETED BY UoNA VP ONLY** | |
| **Request to Transfer**  **LIST Course # & Title and Name of University/College** | **Course Credits**  **List SEM- or QTR-HR** | **Transfer Course Requested**  **for UoNA Course # & Title** | **UoNA**  **Course QTR-HR Credits** | **Category**  **CC =Common Core**  **PC =Program Core**  **E = Elective** | **Official Transcript in Campus Café**  **Y=YES** | **Date Approved Entered & Form Uploaded in Campus Cafe**  **(mm/dd/yyyy)** |
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Attach additional forms if needed.