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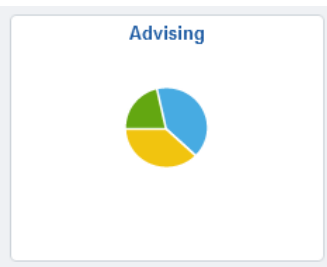
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Submit Transfer Credit Petition e Form

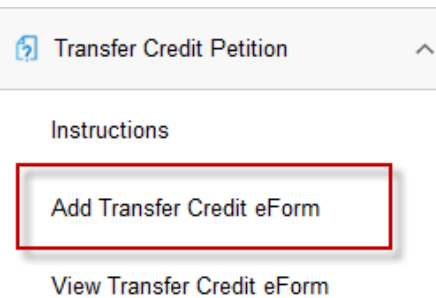
1. Start by logging in to myUH Self Service.



2. Select the Advising Tile from the Student Home page.



3. Select 'Add Transfer Credit eForm.



4. Select the transfer institution(s) and course(s) you would like to petition for the transfer credit.

Current Transfer Equivalency

Select the transfer institution(s) and course(s) for which you would like to petition the transfer credit.

	*Transfer Institution <input type="text"/>	*Transfer Subject Area <input type="text"/>	*Transfer Catalog Nbr <input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Use the Search Criteria to retrieve better results.

Cancel **Lookup**

Search for: Transfer Subject Area [Show Operators](#)

▼ Search Criteria

School Subject (begins with)

6. Select the UH Subject Area and Catalog Number. Indicate if this request is for core credit, direct equivalency, or both.

1 UH Subject Area <input type="text"/>	2 UH Catalog NBR <input type="text"/>
3 Core Credit or Direct Equivalency <input type="text"/>	
Total External Credits 0.00	UH Course Credits 0.000000

7. Use the Search Criteria to retrieve better results.

Cancel **Lookup**

Search for: UH Subject Area [Show Operators](#)

▼ Search Criteria

Subject Area (begins with)

Description (begins with)

8. Select additional information, if applicable:

Expected to Graduate in Next 12 Months <input type="radio"/> No	PreReq For Upcoming Course Enrollment <input type="radio"/> No
Requirement For Major <input type="radio"/> No	Requirement For Minor <input type="radio"/> No


9. Petitions will be sent to the department of your major. Select the "Send to Department of Major."

Academic Plan	Academic Plan Type	Description	Send to Department of Major
1 APLINVMNR	MIN	Applied Innovation	No
2 TELSBS	MAJ	Tech Leadership Innov Mgmt, BS	<input type="checkbox"/> No
3 BIOINFOMNR	MIN	Bioinform in Biotech&Biomed Sc	No

10. Enter the explanation of the request.

Explanation of Request

11. Upload supporting documents. i.e., Syllabus and Course Descriptions.

Status	Action	Description
1 	<input type="button" value="Upload"/> ¹	Petition Course Syllabus

²

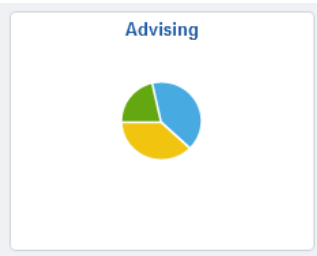
12. Click Submit.

View Transfer Credit Petition e Form

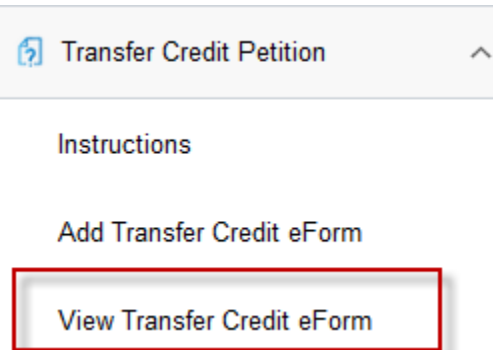
1. Start by logging in to myUH Self Service.



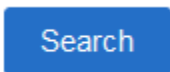
2. Select the Advising Tile from the Student Home page.



3. Select View Transfer Credit eForm.



4. Click 'Search' to check the status of transfer credit petitions.



5. Select any hyperlink to view the transfer credit petition.

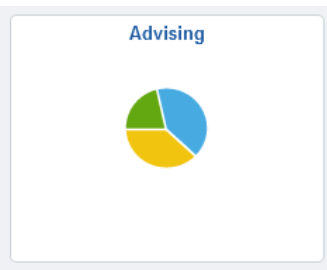
	Form ID	Form Type	Form Status	Original Date	Academic Organization
1	15582	TRANS_EQ	Pending	2021-12-01	H460ENG

Update a Transfer Credit Petition e Form

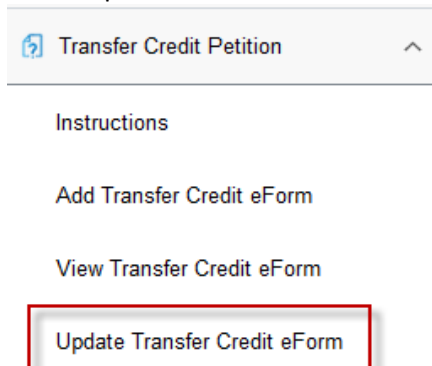
1. Start by logging in to myUH Self Service.



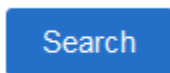
2. Select the Advising Tile from the Student Home page.



3. Select Update Transfer Credit eForm



4. Click 'Search' to review the list of Transfer Credit eForms.



5. Select any hyperlink to view the transfer credit petition,

Form ID	Form Type	Form Status	UH Catalog NBR	Faculty Reviewer 1	Student ID	Change Complete	Academic Organization	UH Subject Area	Route To Different Acad Org	Original Operator	Original Date	Last Operator	Last Date
1 38975	TRANS_EQ	Pending	ELEC	0080425	1477112	N	H470MTH	MATH	No	1477112	2022-05-25	0640585	2022-05-25
2 38976	TRANS_EQ	Pending	2397	(blank)	1477112	(blank)	H470BCH	BIOL	(blank)	0640585	2022-05-25	0640585	2022-05-25

6. Make the required updates and select Resubmit.

