Miami Herbert Business School (MHBS) Students Only

Please READ and FOLLOW the Equivalency Evaluation Procedures listed on the back of this form. Course syllabi of approved courses MUST be attached.

Student Name: _________________________________________ UM/ID#:__________________________

UM Email: _______________________________________________ Degree: □BBA or □BSBA or □BSAF Major(s): ___________ Minor(s): ___________

Current Status: □ first-year student (0-29 credits) □ sophomore (30-59 credits) □ junior (60-89 credits) □ senior (90+ credits) Total Earned Credits at transfer institution(s): ______________

Year and Term in which the course(s) were taken: Year: __________ Term: ☐ fall ☐ winter break ☐ spring ☐ summer

☐ Admitted as a Transfer Student to UM
☐ Admitted as a Freshman Student to UM

Name and country of the Transfer Institution: ________________________________________________________________

Check ONLY One: ☐ I have already completed the transfer course(s) listed below and the transcript has been received by UM.
☐ I have not yet completed the course(s) listed below, but plan to take them.

<table>
<thead>
<tr>
<th>Transferring Course Information- MUST ATTACH COURSE SYLLABUS <strong>to be completed by student</strong></th>
<th>University of Miami Course Equivalent <strong>to be completed by the Department rep or School/College</strong></th>
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<tr>
<td>Dept. Code</td>
<td>Course #</td>
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Note: Once matriculated in the MHBS no courses taught by the MHBS can be taken outside the MHBS. Also, no physical education or health courses are permitted.

______________________________________________________
Updated November, 2019
University of Miami Residency Rule:

A student transferring credits from a 2 year Institution must complete their last 56 credits at a 4 year Institution, and of these, the last 45 credits must be taken at the University of Miami.

Notes:
- A grade of “C” or higher must be earned in transferred coursework to be accepted for credit towards graduation.
- Transfer courses must be taken at an approved accredited institution.

I have read and understood the University of Miami Residency Rule:

Student's Signature: ____________________________________________________________   Date: _______________________________

The outside university must be accredited and credits must be transferrable to a regionally accredited university in the United States. A student may be required to have their INTERNATIONAL transcript evaluated by J. Silny and Associates after the transcript has been sent to and evaluated by UM Admissions to verify accreditation.  Student’s Signature: ________________________________

International Students Policy: If you are a UM international student and are planning to transfer courses to the University of Miami from any U.S. institution this completed form, along with the Letter of Certification Application, must be presented to the ISSS Office prior to enrolling in courses.  
https://umshare.miami.edu/web/wda/internationalstudent/DOCUMENTS/26LCApplication.pdf

EQUIVALENCY EVALUATION PROCEDURE

STEP 1: Complete the student information section of the Equivalency Evaluation Form on the front page.

STEP 2: Complete the student section of the “Transferring Course Information,” and then:
   a. Obtain a syllabus of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution and submit to appropriate department for course approval signature
   b. Take this form, along with the syllabus with the signed form to your MHBS Senior Academic Advisor in Merrick 104 for final review.

STEP 3: All official transcripts must be sent directly from the transferring institution after completing the course(s).  Send official transcript to the following address:

   DOMESTIC and INTERNATIONAL STUDENTS:
   Send Hard Copy Transcripts to:
   Office of Admission
   Transcripts
   University of Miami
   P.O. Box 249117
   Coral Gables, FL 33124

   Send Electronic Transcripts to: mydocuments@miami.edu