



OFFICE OF THE REGISTRAR
**Transfer Work Certification for
College-Transcribed Work Completed
Prior to Graduation from High School**

Directions to complete Transfer Work Certification Form

- 1) As stated in the University's First-Year Transfer Policy, most departments at Richmond do not grant credit for courses completed as part of a high school program, even if they are transcribed by an accredited college or university. For a current list of departments who do not accept such courses, see the University's current policy.
- 2) If you completed a course prior to your graduation from high school that falls under one of the departments that do not accept credit for dual enrollment courses, the course must meet all of the following criteria in order to be eligible for transfer credit:
 - a. The course must be included in the college's official catalog
 - b. The course you completed must have been completed on the college campus
 - c. The course you completed must have been taught by a regular member of the college faculty (not a high school teacher)
 - d. The course you completed must have been taught primarily to degree-seeking college undergraduates (i.e., high school graduates)
- 3) **If the course you completed does not meet all of these criteria and the department is listed as not accepting dual enrollment credit, you will not be eligible to receive Richmond credit for the course.**
- 4) If the course you completed does meet all of these criteria, you must complete the attached form and return it to the Registrar's Office. See instructions on completing the form in #6 below.
- 5) In order to receive credit for college-transcribed courses completed prior to your graduation from high school, the Transfer Work Certification form must be completed by an official from the college where the work was transcribed. The person completing the form should be a member of the registrar's/records or advising staff at the college. A high school counselor's signature is not acceptable for credit.
- 6) Once the form has been completed and signed by the college, it may be returned by mail, fax, or in person to the Registrar's Office.
- 7) The attached form is the only acceptable means in order to award credit. Letters or phone calls from the college/university or prepared materials from the college will NOT be accepted.
- 8) In addition to the Transfer Work Certification form, an official transcript from the college/university awarding the credit must also be received. The official transcript should be directed to the Registrar's Office and must arrive in a sealed envelope from the college/university.
- 9) Once the transcript and Transfer Work Certification form have been received, any eligible credit will be applied to the student's transcript, usually within one week's time. Students may view their unofficial transcript on BannerWeb to determine if any credit has been awarded. Students who are denied credit will not be contacted by the University of Richmond staff.



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Transfer Credit Policy

A first-year student entering the University of Richmond can bring in no more than 7 units of credit, including credit by examination and transfer credit. Work taken through other institutions prior to enrollment is evaluated on an individual basis and may require information in addition to the official transcript. Not all departments will accept work taken as a part of a high school program even if transcribed by an accredited institution (see the University Credit by Exam policy for more details). No transfer credit shall be formally accepted or recorded until the University has received this form and an official transcript directly from the records office of the institution which offered the coursework. PLEASE ONLY RETURN THIS FORM IF YOUR COURSE MEETS ALL FOUR CRITERIA BELOW. OTHERWISE, THE CREDIT WILL NOT TRANSFER.

PART I – to be completed by the student:

Name _____ UR ID Number _____

Number and Title of Course _____

College where taken (name, city, state) _____

PART II – to be completed by the registrar of the college where the course was taken:

1) Was the course(s) the student completed cataloged by the college in the official University catalog?

Yes _____ No _____

2) Was the section of the course(s) this student completed taught on the college campus?

Yes _____ No _____

3) Was the section of the course(s) this student completed taught by a regular member of the college faculty? **

Yes _____ No _____

***High school faculty certified as adjunct college faculty in order to teach courses to high school students would not be considered part of the regular college faculty.*

4) Was the section of the course(s) this student completed enrolled primarily by degree-seeking college undergraduates (i.e. high school graduates)?

Yes _____ No _____

I certify that the information above is accurate as it applies to the student listed above:

Signature _____ Printed Name _____

Title _____ Date _____

College/University _____

Please submit the completed form to:

Office of the Registrar
 Sarah Brunet Hall
 28 Westhampton Way
 University of Richmond, VA 23173
 Fax 804-287-6578