

Tippie Quick Guides

How to send transfer credit to the University of Iowa

To record transfer credit on your University of Iowa record, you need to have your transcript sent to the University of Iowa from your transfer institution. These instructions explain generally how to do that. Consult your transfer institution's website for specific instructions for your institution.

1. Earn the **final grade** in the course or courses you are taking at a transfer institution.
2. Next, search your transfer institution's website for **instructions on ordering and sending a transcript**. For most institutions, you should find this by searching "transcript" within the institution's website or by navigating to the Registrar's Office webpage for your institution.
3. **Follow the instructions** on that institution's website. You may be able to send transcripts electronically or by mail. If you require a mailing address, please use this:

Office of Admissions
The University of Iowa
108 Calvin Hall
Iowa City, IA 52242-1396

Do not obtain the transcript yourself and bring it to the Office of Admissions. Admissions needs to receive the transcript directly from the transfer institution.

Note: your institution may charge a small fee for processing this request.

4. Your transcript will then be processed by the UI Office of Admissions. Depending on volume of transcripts received, it can take a week or more for the course to show up on your Iowa record. If you have questions about the receipt of your transcript, you can contact the UI Office of Admissions:

Phone: 319-335-3847

Email: admissions@uiowa.edu