**Newly Admitted and Transfer Undergraduate Students**

**Email Template – Request a Course Evaluation**

**Copy / Paste the outline below into a blank email, add your information, then send it to the Dept. Contact (names/emails** [**here**](http://www1.udel.edu/registrar/transfer/contacts.html)**).**

Dear (insert name),

I will be matriculating to UD, and would like to transfer a course that I took at another institution. Could you review the course and confirm the UD equivalent? See information below. On your response, please copy transfercredit@udel.edu, and forward any files attached to this email.

**Student Name:**

**UDID number** (if available):

**Term & Year** took the course (or planning to take the course):

**Institution** that will issue the transcript:

Is this institution in UD’s Transfer Credit Matrix? (yes/no):

**Course** **Information**:

Course #:

Title:

Credits (at that institution):

Link to official syllabus or attach it to the email:

Link to course description (in official catalog):

**\*This section is to be completed by the academic department**

Please confirm the **UD equivalent**:

UD course #:

UD course title:

UD course credits:

Should this equivalency be added to the UD Matrix? (yes/no)

If you need additional information to review this course, please let me know. Thank you for your time.