

The University of Mississippi, Office of General Studies

# Permission To Transfer Credit Form — Instructions

**Important:** Once admitted to the university, a student must obtain written approval of his or her academic dean before taking courses at another institution with the intention of transferring toward a University of Mississippi degree. This form should be used by Undeclared students and students enrolled in the Bachelor of General Studies program. Students enrolled in programs under other schools at the University of Mississippi should consult their respective academic deans' offices for the appropriate form.

**\* Important note for undeclared students:** We only guarantee that the courses will transfer back to UM. We do NOT guarantee that they will specifically fulfill a requirement for the major that you ultimately decide to pursue.

1. Print this form and fill it out completely. PRINT CLEARLY.
2. Submit the completed form to the Office of General Studies. It may be submitted by one of the following methods:
  - a. In person at Jackson Avenue Center, Suite K
  - b. By email as a PDF attachment to **bgs@olemiss.edu**. If submitting the form by email, be sure to sign and date the form before scanning it.
  - c. By fax to (662) 915-5138
  - d. By postal mail sent to the following address:  
Office of General Studies  
Jackson Avenue Center, Suite K  
P.O. Box 1848  
University, MS 38677-1848
3. The form will be processed as quickly as possible from the time it is received in the Office of General Studies. There is usually a two-day turnaround, but additional time for processing must be allowed if the form is turned in at the end of a semester or summer term or near the time of priority registration.
4. After the form has been processed, you will be notified by email whether the form has been approved or denied.

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