

Transferring your UConn credit to your college of choice

UConn Early College Experience recommends following these important steps to increased credit transfer success:

1. Save syllabi. Colleges and universities might request a copy of your course syllabus to assure that the course was comparable to the one taught on their campus. If you have not saved your syllabus, you can contact the UConn ECE office to see if we have in on file (available since 2014).
2. Contact colleges and universities directly. If you already know the institution you plan to attend you should contact them directly to see where transcripts should be sent and the transfer credits they accept.
3. Search the *Credit Transfer Database* (available at ece.uconn.edu) for your college of choice. We have mined the policies of hundreds of universities and colleges and evaluated the transfer success rate.
4. Wait until your course is completed to request your transcript. One of the most valuable pieces of a transcript is the grade. Make sure grades have been posted before requesting a transcript be sent to another institution.
5. Request a UConn transcript. You are responsible for requesting your UConn transcript be sent to a different institution. UConn ECE recommends requesting an additional transcript for your own records.
6. Speak to college administration. If your credit was not automatically transferred when a transcript was provided, do not give up. You should speak to your academic advisors or faculty to see if there is any more information that needs to be provided in order to have the credit recognized.
7. Contact UConn Early College Experience in case of a problem. If a college is requesting program or course details that a student cannot provide, we can help. (860-486-1045)

How to request a transcript

To request an official transcript through the Student Administration System, please take a look at the tutorial or follow these steps:

1. After logging in to <https://student.studentadmin.uconn.edu/> navigate to Request Official Transcripts by clicking Main Menu, Self Service and then Student Center.
2. From the Student Center, select the My Academics link.
3. Next to the Transcript header, click Request official transcript.
Note: Students with a hold on their record will be unable to request official transcripts. If a hold is present, click the link for details about the hold so steps can be taken to remove it.
4. Next, select your processing options which include: quantity, recipient address and address type.
5. When finished, click the Submit button at the bottom of the screen.
6. A confirmation page displays. Make note of the Request # for future reference.

You will not be able to request a transcript:

- By phone
- If you have a hold on your account (call us at 860.486.1045 to find out more about your hold)

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It is recommended you print a copy of your transcript for your records. You can view instructions on how to get an unofficial transcript here:

<http://www.peoplesofthelp.uconn.edu/student/st15cs90.html>

If you have any questions, do not hesitate to contact the UConn ECE office at 860-486-1045.

Phone Numbers

860.486.1045 - Main Office

860.486.0042 - Fax

Billing Help

860.486.5100

ecebilling@uconn.edu

Office Hours: Monday-Friday

7:30am-4:30pm

Transcript Requests

Transcripts are free of cost and you may send as many as you need. The fastest way to obtain your official transcript is by requesting it through the [Student Administration System](#). This option is only available to current students and former students who matriculated after 2002. For any students who matriculated prior to 2002, please submit the [Transcript Request Form](#). For complete information about UConn transcripts, please visit the [Office of the Registrar](#).

Before you request a transcript, be sure to have the recipient's address at hand. You might have to call your college or university to get that information. To use the Student Administration System, you will need an active NetID and password. If you do not know your NetID or have forgotten your password, visit <https://netid.uconn.edu/>.