



Last Name	
First Name	
UVA ID #	
UVA email	

INTRA-UNIVERSITY TRANSFER WORKSHEET B

NOTE: This worksheet is ONLY for those students who started at UVA as first year students in Fall 2020 or later and who are applying for transfer to the College of Arts and Sciences from the UVA Schools of Architecture, Engineering, Nursing, Education, Public Policy or Commerce. (Students who started at UVA as first year students before Fall 2020 should use IUT worksheet A. Students who started at UVA as transfer students should use IUT worksheet C.)

Thank you for your interest in applying for intra-university transfer to the College of Arts and Sciences at UVA. If you have not determined your eligibility to apply for transfer, please see the **Eligibility Criteria** here: <https://college.as.virginia.edu/transfer>. This worksheet will walk you through what you need to know for a successful transfer to the College. Please follow the links below and read carefully so that you understand all relevant policies and curricular requirements for College students. You must submit this completed worksheet along with the Disciplines Plus Pathway Checklist (linked below) and the IUT Application Form.

General Education Requirements

College students typically spend their first two years completing general education requirements and pre-requisite courses for their chosen major(s). The College has different general education pathways and your pathway is the **Disciplines Plus Pathway**. The Disciplines Plus Pathway includes both Literacies and Disciplines Requirements (but does not include Engagements requirements which are only part of the Engagements Pathway). Before you fill out the Disciplines Plus Pathway Checklist below, you should read the information on the following pages very carefully, making sure to follow additional links found on these pages where necessary:

<https://college.as.virginia.edu/requirements>

<https://gened.as.virginia.edu/requirements#disciplines-path>

<https://writingrhetoric.as.virginia.edu/requirements>

Once you have studied the information at the links above, please download and fill out the [Disciplines Plus Pathway Checklist](#) according to the following instructions:

If you have taken a course or have transfer or AP credit for a course that satisfies one of the requirements, please check off the category and list the class that satisfies it. If you still need to satisfy the requirement, please leave the box unchecked and note the semester in which you plan to satisfy the requirement.

NOTE: To see whether a course satisfies a requirement, you should look up the course in SIS and look at the “course details”. If the course is a College course and satisfies this requirement,

the course details page will list the requirement as a “Course Attribute”. Non-College classes will not be identified in this way in SIS, but may nonetheless count for the requirement. If you believe a course can be so counted, please list it above and indicate when you took the course. Once you are officially transferred to the College, your Academic Requirements page will accurately reflect which courses count in which categories.

Major Requirements:

In addition to fulfilling your General Education requirements, you must also fulfill the requirements for a major. You must declare a major by the end of your 4th semester. Some College majors require an application. Almost all require that you complete certain “prerequisite” classes before you can declare the major. For that reason, it is important for you to identify a major that you are interested in and find out whether it requires an application and/or what the prerequisite classes are for that major. Spend some time exploring the College majors at the link below. From there you can follow the links to the webpages of the majors you are interested in to learn about the application process and/or prerequisite classes.

<https://college.as.virginia.edu/degreeprograms>

Please also read the information here: <https://college.as.virginia.edu/declaremajor>

<https://college.as.virginia.edu/ugrad-directors>

The Declaration of Major Form and Deferral of Declaration of Major Forms can be found here:

<https://college.as.virginia.edu/student-forms>

Next, fill out the information below:

I am interested in declaring the following major: _____

This major does does not require an application. The application deadline is: _____

The Director of the Undergraduate Program for this major is: _____

The **prerequisites** for declaring this major are as follows. (If you have already taken a prerequisite class, please indicate the grade you received in parentheses. If you have not, please indicate when you plan to take it in parentheses.)

Note: If you are applying in your 4th semester or later, you must be able to defer or declare your major as you apply for transfer to the College. If you are in your 4th semester or later, please affirm below that you have communicated with the relevant contact person in your prospective major department and that you have submitted a declaration (or deferral) of major form here: <https://college.as.virginia.edu/student-forms>. If there is a barrier to your doing so, please explain below. A major cannot be deferred beyond your 5th semester.

Credit Requirements in the College

Please review the information here: <https://college.as.virginia.edu/credits>

As explained on the page linked above, a minimum of 108 credits of the 120 needed to graduate from the College must be from courses considered "inside the College" or "College-equivalent" (102 for students who matriculated prior to fall 2021). Most of the courses that are taken at other UVA schools (e.g., COMM1800, ENGR1624, etc.) count as "outside the College". As an intra-university transfer student, you are likely to have credits that count as "outside the College" and so you must plan carefully to meet the credit requirements of the College. (Somewhat confusingly, a class could be taken outside of UVA and yet be considered "inside the College". For example, you could have transfer or AP credit for ECON2010 and this would still count "inside the College" whereas an ENGR course taken at UVA would count as "outside the College".) Referring to the information about credits at the link above, please fill out the table below.

Number of full-time semesters completed at UVA	
Number of full-time semesters completed at a college or university other than UVA	
Number of transfer credits from OUTSIDE OF UVA (include any non-UVA credits that show up on your transcript, such as dual enrollment, transfer credit, and AP credits, etc.)	
Number of credits earned at UVA so far	
Of all the credits you have, how many count "inside the College" or "College-equivalent"? (If you aren't sure you can leave this blank.)	

Advising in the College

If you have questions as you are completing this worksheet, please feel free to reach out to Dean Erin Eaker at ele3a@virginia.edu. Once you are transferred to the College, your Academic Requirements report in SIS will help you to keep track of which requirements you have fulfilled and which you still need to fulfill. You will also have an Association Dean to whom you can turn for help and advice. You can find your Association Dean here:

<https://college.as.virginia.edu/association-deans>.

Application Submission

Please save this document as a pdf and submit it with your Intra-university Transfer Application Form and your Disciplines Plus Pathway Checklist to the College Registrar at clasregistrar@virginia.edu. Applications are evaluated and transfers processed by approximately one month after the application deadline. The College Registrar will notify you when this process is complete.