Students often take classes at other colleges or universities before, during, or after attending Ohio State. Once a class is completed and you wish to post the class to your academic record at Ohio State, it is necessary to request that the class(es) be transferred to Ohio State. Follow these steps to effectively transfer courses.

**Identifying Options**

1. Start early. This process can take longer than you expect.

2. Identify the school(s) that would be most convenient for you to attend. Assuming the classes are for fulfilling GEC requirements, consider both two and four year schools.

3. Obtain the schedule of classes for each school you are considering.

4. Identify classes that appear interesting to you.

5. Look the classes up on the U.select (formerly the Course Applicability System) to see if there is an equivalent course at Ohio State. U.select can be accessed at [https://oh.transfer.org/cas/](https://oh.transfer.org/cas/).
   
   a. Click Guest Login for quick access or start an account under “Get Started”
   b. Follow the User Guides for an advanced search or go to “Equivalencies by School”
   c. Select “Ohio State University”
   d. Select “Browse by School”
   e. Select the school you wish to attend (note: out of state options are somewhat limited. See your advisor for more guidance).
   f. The list is organized by department at each institution. There are two search options. You can search by department at the school you plan to attend, or you can search based on how the course will transfer to Ohio State.
   g. Always verify the information with your advisor before signing up for a course.

6. If you find a class you want to take and it isn’t on U.select but you think it should fulfill a GEC requirement, you can submit an appeal form through your advisor.

7. Once you have found a class, you need to apply for admission at that institution. In most cases, you want to register as a “Transient” student, meaning you are not there for a degree. In some cases, you will need a letter from your advisor indicating that you are in good academic standing at Ohio State and are eligible to return to the University.

8. Take the class (earn an A!) and have the school send an official transcript to OSU. Transcripts can be sent to Undergraduate Admissions, The Ohio State University, 154 West 12th Avenue, Columbus, Ohio 43210.

**Note:** Transfer students receive a grade of “K” on their OSU transcript for classes successfully completed at another university. “K” does not impact your OSU GPA. When applying to graduate/professional programs, you will list both OSU and the other school on your applications, and give your GPA for both institutions.

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