

Transfer Courses Back to MSU – Process for Current MSU Students

If you are a current student at MSU and plan to take courses at another institution, please follow the steps below to successfully transfer courses back to MSU.

- 1. Meet with your academic advisor for recommendations and identify the course(s)** that you plan to take. You can access the [MSU transfer course equivalency guide](#) to help you identify exactly how MSU accepts credit from different institutions. If completing courses for which MSU hasn't evaluated, please contact your advisor for instructions regarding the process to have transfer courses evaluated. ***Once a student earns 56 college credits, MSU will only accept transfer credit from a four year college or university. Please contact your academic advisor if you have any questions.***
- 2. Contact the institution where you plan to take courses.**
While the MSU transfer website indicates which courses are equivalent to ours at other institutions, it does not indicate whether or not that course is offered during the summer. Request information about schedule, registration, fee payment, etc. from the institution that you are planning to attend.
- 3. Fill out an application to attend the other institution as a guest student.**
Students planning to attend accredited institutions in Michigan should use the [Michigan Uniform Undergraduate "Guest Application" form](#). Students planning to attend non-Michigan institutions should obtain application forms from the host institution.
- 4. Register for the course(s) through the institution you are attending.**
After you are accepted as a guest student, the host institution will notify you of your registration date/time and how to register for their courses.
- 5. Transfer the credit back to MSU.**
Once you have completed the course, you must request an official transcript from the Registrar of the school where the courses were taken to be sent to MSU in order to have the transfer credit appear on your MSU record. *A grade of 2.0 or higher is required for transferring credit back to MSU. Credits, not grades, are transferred back to MSU.

Official transcripts should be sent to the following address:

**Office of Admissions
Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 250
East Lansing, Michigan 48824-2604**