

## **DU Student Attending Other Institution for Transfer Credit and Guest Application**

**Step One:** The student completes Part I of the [Michigan Uniform Undergraduate Guest Application](#)

- The student must provide the address and contact person (if known) of the guest institution.

**Step Two:** The Advisor will complete the following:

- Course selection
- Ensure applicability to the program
- Refer to the [Course-to-Course Equivalencies](#) on the Davenport University website
- Verify the student's information
- Complete Part II (sign/title/date and phone number)
- Complete the [Course Credit Approval Form](#)

**Step Three:** Send the [Michigan Uniform Undergraduate Guest Application](#) and the [Course Credit Approval Form](#) to:

Fax: 616-732-1150  
Registrar's Office  
Attention: Transcript Coordinator

**Step Four:** The Transcript Coordinator and Evaluators will complete the following:

- Verify the transfer course
- Scan the [Michigan Uniform Undergraduate Guest Application](#) and the [Course Credit Approval Form](#)
- Link scanned forms to the student's record
- Seal and mail to the guest institution