Students may enter coursework taken at other institutions into the Transfer Credit area of Enroll and Pay in order to determine how those courses will transfer to KU.

Navigate to the Transfer Credit area of Enroll and Pay under Evaluate My Transfer Credit.

Review all the directions for important information. Click on CREATE NEW MODEL button to begin.
Complete the information for the Transfer Credit Model by selecting from the drop down options. Since you will be transferring courses to KU, the only institution that will appear on this page is the University of Kansas. You will complete the list of institutions you will be transferring courses from in the next step. Note: You may only select future terms for your transfer credit to apply to.

To add institutions whose coursework you would like to transfer to KU, click on the magnifying glass beside the box to search for available institutions.
A popup box will appear. Type the name of the institution you are searching for and click **Look Up**.

Results will be displayed after a few seconds. Click on the External Org number to select that institution. You may only add one institution at a time. If you need to list multiple institutions, you will need to complete additional models.
After you select the institution, you will be directed back to the source page with the chosen institution entered in the box. Click the Next button to then pick your classes.

Review the information regarding Education Data. Scroll to the bottom to enter your classes.
Enter each class you took, along with term information and grades. It should look similar to the example below:

Click on **SUBMIT** to save and review how the classes will transfer to KU.
You may have courses that do not transfer in for credit here at the University of Kansas. Click on the “View Transfer Equivalency Details” button for more information.

Clicking on View Transfer Equivalency Details will display details of each class entered. Click Return to go back.

You can return to the Evaluate My Transfer Credit page by either clicking on the RETURN button or clicking on the breadcrumbs at the top of the page.

You will now see the institution that you have added. You may add additional institutions, edit, or delete existing models from this page.