Students: Intra University Transfer (IUT)

Last updated February 14, 2011

Degree-seeking undergraduate students who are currently enrolled at the University of Louisville and who wish to transfer to another school/college at UofL should complete an IUT Request Form at louisville.edu/provost/iut/

Please note: If you have already completed an IUT Request Form and have been instructed by the advising unit to complete a petition form, you will need to download the petition form at louisville.edu/provost/iut/faces/documents/iut_petition.pdf (PDF), or stop in the advising office to pick-up the form.
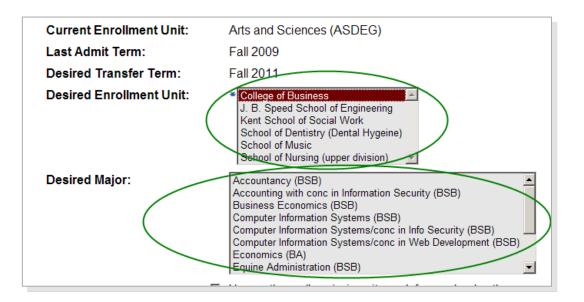
Below are the step-by-step instructions on how to submit an IUT request.

1. Go to louisville.edu/provost/iut/

2. Select "Yes" to one of the three questions:

3. **If you select "Yes" to #1**, indicating that you are currently enrolled at UofL, the next screen will list five things you will need to know before you submit an IUT request, such as the minimum GPA requirements for all academic programs. Once you have read those, please hit "Log in to Submit an IUT Request." **Skip to Step #6.**

4. **If you select "Yes" to #2**, you will be prompted to download and enter an undergraduate application instead of submitting an IUT request. For more information on how to submit an undergraduate application, please see louisville.edu/admissions/apply/applying-for-admission.html

5. **If you select "Yes" to #3**, you will be prompted with another question: "Would you like to return to the same unit?"

   a. **If "Yes,"** you will be prompted to submit a "Re-Enroll Form" instead of an IUT at louisville.edu/registrar/forms/registrar-forms.

   b. **If "No,"** you will be prompted to download and enter an undergraduate application instead of submitting an IUT request. For more information on how to submit an undergraduate application, please see louisville.edu/admissions/apply/applying-for-admission.html
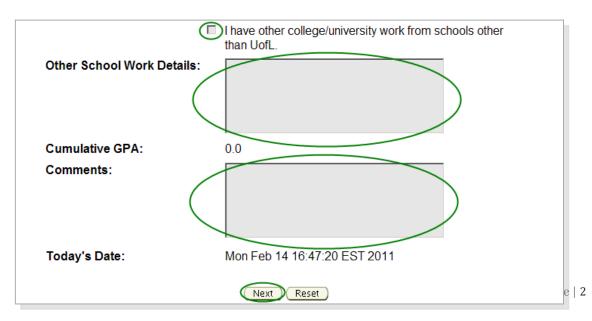
The following steps are only for those who answered "Yes" to Question #1.

6. At the next screen, Log in using your UofL username and password.

7. At the next screen, please select the "Desired Enrollment Unit" and the "Desired Major."

Current Enrollment Unit: Arts and Sciences (ASDEG)
Last Admit Term: Fall 2009
Desired Transfer Term: Fall 2011
Desired Enrollment Unit:
- College of Business
- J. B. Speed School of Engineering
- Kent School of Social Work
- School of Dentistry (Dental Hygeine)
- School of Music
- School of Nursing (upper division)

Desired Major:
- Accountancy (BSB)
- Accounting with conc in Information Security (BSB)
- Business Economics (BSB)
- Computer Information Systems (BSB)
- Computer Information Systems/conc in Info Security (BSB)
- Computer Information Systems/conc in Web Development (BSB)
- Economics (BA)
- Equine Administration (BSB)

8. Check the box if you have college/university work from another school. You can expand or explain the other work using the "Other School Work Details" box. Finally, please use the Comments field to enter any other information that you would like to communicate to the academic unit as it relates to your desire to transfer to that unit. Once all information is entered, click "Next."

☐ I have other college/university work from schools other than UofL.

Other School Work Details:

Cumulative GPA: 0.0
Comments:

Today's Date: Mon Feb 14 16:47:20 EST 2011

Next   Reset

9. Review all the information at the next screen. If you need to correct some information, please click the "I need to correct some information" button to return to the previous screen. If the information is correct, click the "Submit" button.

10. You will receive a confirmation to your campus e-mail address. You will also be notified via your campus e-mail address when a decision has been made.