



User Guide: Intra-University Transfer Application

Undergraduate students in the College of Arts and Science, Blair School of Music, School of Engineering, and Peabody College can utilize the Intra-University Transfer Application to request transfer between schools. Students are eligible for intra-university transfer after having been enrolled on a full-time basis at Vanderbilt for two semesters. Students who transferred to Vanderbilt from another institution are eligible for intra-university transfer after having completed at least one full semester at Vanderbilt and having achieved sophomore standing. To be eligible for transfer, students must meet the requirements of the school they wish to enter.

Requests for intra-university transfer must be submitted prior to the final day of exams each semester. Please see the [Undergraduate Academic Calendar](#) for specific dates.

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Intra-University Transfer Application

1. Access the Intra-University Transfer (IUT) application here:
<https://vanderbilt.kualibuild.com/app/builder/app/63bd79597ec86b5e26239129/run>.
2. Log in with your VUnetID and e-password.
3. The IUT application will open. Student EMPLID, First Name, and Last Name all will pre-populate.

4. Be sure to review the Intra-University Transfer website to ensure that you meet the requirements for transfer: <https://registrar.vanderbilt.edu/intra-university-transfers/>.

Completing the Form

1. Select the appropriate criteria for transfer. For students who have transferred into Vanderbilt from an external university, terms in residence includes any terms completed at your previous institution. You must have earned the required GPA in coursework at Vanderbilt.

I meet one of the following minimum criteria to be considered for transfer: *

- 2 semesters in residence, minimum of 24 earned hours, and a cumulative G.P.A. of 1.80.
- 3 semesters in residence, minimum of 39 earned hours, and a cumulative G.P.A. of 1.85.
- 4 semesters in residence, minimum of 54 earned hours, and a cumulative G.P.A. of 1.90.
- 5 semesters in residence, minimum of 69 earned hours, and a cumulative G.P.A. of 1.95.



2. Indicate your current school and the school to which you are applying to transfer.

The screenshot shows two columns of radio button options. The left column is titled "Current School: *" and lists: College of Arts and Science, Blair School of Music, School of Engineering (selected), and Peabody College. The right column is titled "I am applying to this school: *" and lists: College of Arts and Science (selected), Blair School of Music, School of Engineering, and Peabody College.

3. Indicate the semester and year after which you would like to be considered for transfer. In general, students are applying for consideration after the current term (e.g., applying in March 2024 for consideration after the Spring 2024 term).

The screenshot shows two sections. The left section is titled "I request my application to be reviewed at the end of: *" and lists: Fall, Spring (selected), and Summer. The right section is titled "In which calendar year? *" and shows a dropdown menu with options: ---, ---, 2023, 2024 (selected), and 2025.

4. From the drop-down menu, select your intended major if you are approved for transfer. For students transferring to the College of Arts and Science, you will need to formally declare your major once you have been approved for transfer. For students transferring to non-A&S schools, you will be added to your desired major and maintain any majors currently on your record.

The screenshot shows a dropdown menu titled "I intend to declare this major if accepted: *". The menu is open, showing a list of majors: ---, ---, African and Diaspora Studies, American Studies, Anthropology, Architectuer and the Built Environment, Art, Asian Studies, Biochemistry and Chemical Biology, Biological Sciences (selected), and Chemistry.

5. Review the school-specific information regarding transfer and acknowledge review.

The screenshot shows a text box on the left with the text: "Reviewing school-specific information about the transfer process and requirements for entering another school is essential for a successful transition. Please review information pertaining to transferring to Arts and Science here:" followed by the URL <https://registrar.vanderbilt.edu/intra-university-transfers/arts-and-science-letter.php>. To the right, under the heading "Please confirm: *", there is a checkbox labeled "I have reviewed the Arts and Science transfer website." which is checked.



6. Select the reason(s) for which you are requesting to transfer between schools. If you select Other, you will be prompted to enter additional information.

Please select the reason(s) why you are requesting this change: *

My professional goals have changed.

My academic interests have changed.

I anticipate that my time to degree will be shorter.

The rigor of my current program is too difficult.

My current program is too easy for me.

Navigating the curriculum in my current college/school is too difficult.

Other

Specify other reason(s) for this change. Please be elaborate and specific. *

7. Please consult with the Office of Student Financial Aid and Scholarships regarding any school-based scholarships that may not transfer. Enter any scholarships you are currently receiving.

In submitting this form, I understand that scholarships that are awarded by my current school may not transfer. If I have such scholarships, I will consult with the Financial Aid Office. I am currently receiving the following scholarship(s): *

8. By signing the form, you “agree to be bound by all policies, procedures, and regulations of Vanderbilt University.” Click “Sign this form” to sign, then follow the prompts for signing. Click Save when complete.

I hereby agree to be bound by all policies, procedures, and regulations of Vanderbilt University, both those presently existing and those subsequently amended or adopted, including the Honor System. *

[Sign this form](#)

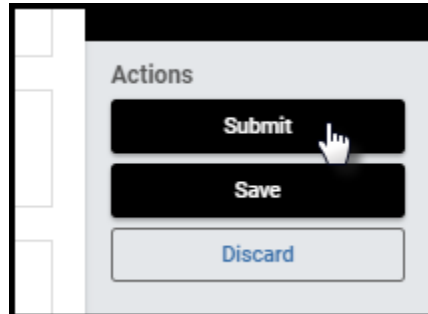
Type Draw Image

Type your name

Cancel Save

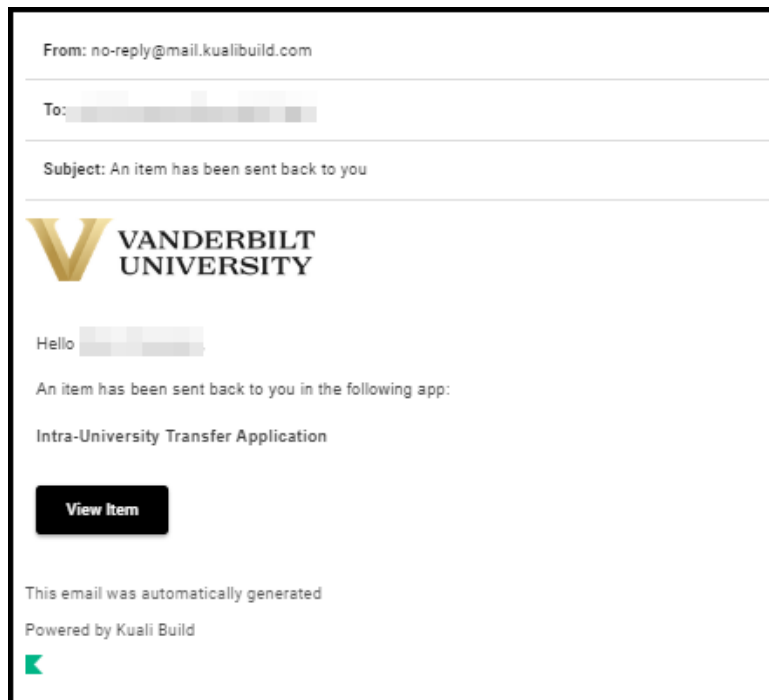


9. Click Submit to submit the application.



Requests Sent Back

At any point in the process, an approver may send the form back to you for updates (for example, if you selected the wrong number of terms in residence/hours). If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.





Notifications

Notifications about the intra-university application process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your application is denied by the school to which you are applying.
- You will receive email notification if your application is sent back to you.
- You will receive email notification if your application is approved, once the transfer has been processed.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.