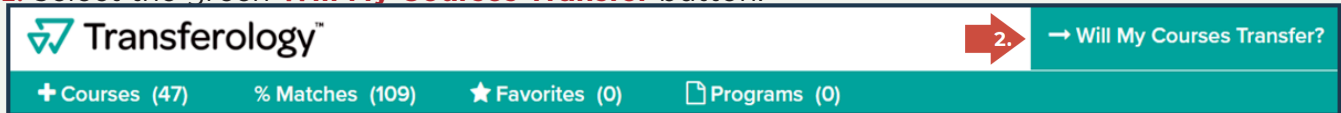# Transferology Resource Guide

Importing Transfer Credits

1. Go to **transferology.com/school/metrostate** to create a free account.

2. Select the green **Will My Courses Transfer** button.

3. On the left side of screen, select the **Courses** tab.
4. Enter previously attended Minnesota State institution name.
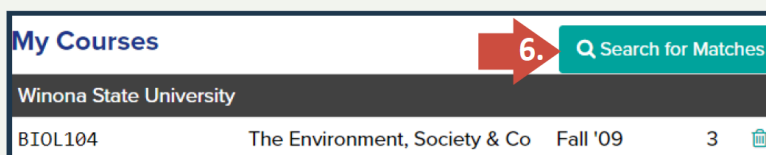5. Select **Import your courses** and repeat step 4 for all Minnesota State institutions.
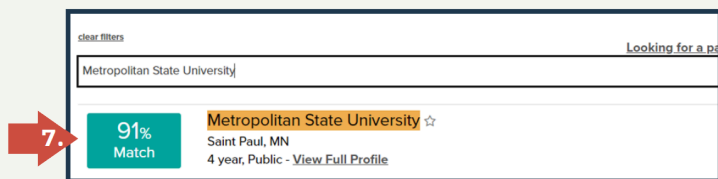

NOTE: Institutions outside of Minnesota State will require importing each individual class. **Watch video** to learn how to individually enter courses.
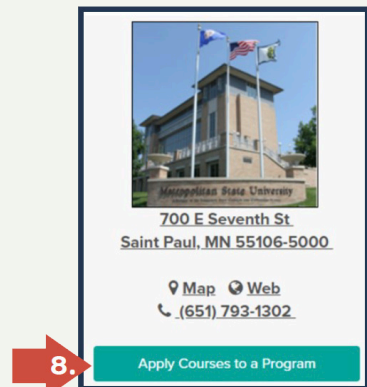
Applying Transfer Credits to a Major:

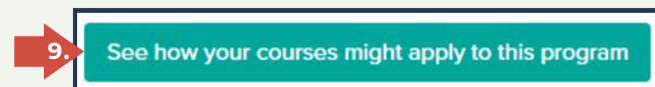6. Refresh the web browser to see imported classes and select **Search for Matches**.

METRO STATE UNIVERSITY

MINNESOTA STATE
Metropolitan State University,
A member of Minnesota State

7. Type in Metropolitan State University. Click the green **% Match** button.

clear filters   Looking for a p

Metropolitan State University

91% Match   Metropolitan State University ☆
Saint Paul, MN
4 year, Public - View Full Profile

8. Select the **Apply Courses to a Program** button.

700 E Seventh St
Saint Paul, MN 55106-5000

Map Web
(651) 793-1302

Apply Courses to a Program

9. Choose a program and click **See how your courses might apply to this program** button.

See how your courses might apply to this program

10. A pop-up will appear, select **Yes** and then **Next** on the dialogue boxes.

11. Check the box acknowledging the notice and click **Go**.

12. Click the **Programs** tab at top of page.

Program Requests						
Time	**Program**	**School**	**Viewing Other Courses From**	**Status**	✉	🗑
9/24/18 2:19	Business Administration Major - BS	Metropolitan State University	Winona State University	✔	✉	🗑

13. Click the desired Unofficial Degree Audit Report (DAR). Refreshing your browser window can help load the report.

NOTE: Official transfer evaluation occurs after acceptance into Metro State University and prior to registering for classes.

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