

**The University of Mississippi
College of Liberal Arts
Permission to Transfer Credits Form Instructions**

1. Print this form and fill it out completely.
2. Attach a copy of the course description from the catalog of the other institution you plan to attend.
3. Turn in both this form and the course description to the Dean's Office of the College of Liberal Arts in Ventress Hall. The mailing address is listed below for people who are not in Oxford.*
4. The form will be processed as quickly as possible from the time it is received in the Dean's Office. Additional time for processing must be allowed if the form is turned in at the end of a semester or summer term.

The College of Liberal Arts
Ventress Hall
P. O. Box 1848
University, MS 38677-1848

Phone: (662) 915-7177

*Due to high volume, Permission To Transfer Credit Forms will *not* be accepted by fax.

