Importing Courses into Transferology

Complete this process for each Minnesota State college and university you attended.

Login to www.transferology.com or create a new account.

Once logged in, confirm that the “Will My Courses Transfer?” path is selected.

Select the “Courses” tab, begin typing the School Name, and select from the drop-down menu.

Select the “Import your courses” link located under the Department field.

After selecting the “Import your courses” link, you will receive a pop-up notifying you that you are about to leave Transferology to Import your courses.

Minnesota State is an affirmative action, equal opportunity employer and educator.
Select the “Yes” option to continue.

You are about to leave Transferology

You are about to leave Transferology to import your courses. Once you have completed this import, you will need to refresh your page to see your imported courses. Courses from Bemidji State University should take 2 minutes.

Do you want to continue?

No  Yes

You will be redirected to eServices at the selected college/university. Login with your StarID and password.

If you have courses, you will receive a message that your courses were sent to Transferology.

There are three possible messages in eServices that you could receive:

- Your transcript for [school] has been sent to Transferology. Please logout and you may close this window.
- No courses were found for [school]. Please logout and you may close this window.
- Something went wrong. Your transcript for [school] has not been sent to Transferology. You may submit a help desk ticket. Please logout before closing this window.

**IMPORTANT:** Select the “Logout” option in eServices before going back to Transferology. If you have courses from multiple Minnesota State colleges/universities, you need to logout of your eServices session before going through this process at another college or university.
**Navigate** back to Transferology. 

**Refresh** your Transferology page and your courses will be listed under “My Courses” after they have been imported.

The bottom of the page will list “My Import Requests.”

**To add additional courses:**

- Under “**Taken**,” select the **term and year** you took the course.
- Enter the **Department** name and select it from the drop-down menu.
- Select the **plus sign (+)** next to the course for the course to be added to your list of “**My Courses**.”
You can also add **Standardized Exams** such as CLEP and AP, as well as **Military Credits**, by selecting either the **Standardized Exams** or **Military Credits** tabs.

To learn how your courses may transfer to other colleges and universities, select “**Search for Matches**.”

A list of results will be displayed showing by percentage how your courses may transfer to other colleges and universities.
Select a college or university from the list for more detailed information on how your courses may transfer.

Note: For helpful hints for navigating Transferology, select the question mark in the upper right-hand corner of the screen.