

January 31, 2013 _____

TRANSFER POLICY
International and Business Law
(please note that this policy is subject to change)

Students from other AUCA departments may transfer to the International and Business Law (IBL) Department if they are in good academic standing, **holding a minimum cumulative GPA of 2.7¹ or better**. AUCA students are not eligible for transfer until they have successfully completed the first year of study (freshmen year). AUCA students from other departments wishing to transfer to the IBL Department will only be accepted into the first, second or third years of law study. This means that when you transfer programs, you may not transfer into the same year of study as your current program and transfer students are not guaranteed to graduate within four years from the time s/he entered the university. Please note: due to the nature of the IBL curriculum, all students interested in transferring must be fluent in the Russian language.

To be considered for transfer, students are required to submit the following documents to the IBL department²:

- Results from the required admissions examinations³, subject to the University Admission's Policy⁴;
- An application letter requesting consideration for a transfer (заявление) *with indication of contact information: email and telephone number*;
- Statement of purpose explaining reasons for students desire to transfer to IBL Department;
- Recommendation letter from either your "Introduction to Law" or "Theory of Law" professor, which will be signed and sealed in an envelope;
- Copy of current transcript (if a student is still freshmen, the transcript shall contain course grades from both Fall and Spring semesters of freshmen year)

¹ General AUCA rule

² The documents may be submitted both in hard copy (to office 227 IBL dpt) and via email to: law@mail.auca.kg and mateeva_k@mail.auca.kg with the subject "transfer application"

³ The exam scores are going to be updated each academic year

⁴ The Office of Admissions schedules entrance exams each spring (including those for transfer students). The transfer procedure is conducted according to the AUCA Admissions Policy. Prospective transfer students should check with the Office of Admissions to determine whether they need to: retake the required entrance exams OR inquire about the possibility of transferring existing exam results to the prospective department (provided the results correspond to those required by the prospective transfer Department).

Furthermore, students are required:

- to complete “Introduction to Law” class with a course grade of “B+” and final exam grade of “A.” As an alternative, students may complete the “Theory of Law” class with a course grade of “B.”
- to pass interview with IBL faculty commission [commission will be appointed and its members made public to the students]

Deadlines for submission of documents required for a transfer to the IBL Department:

- **1st admission deadline is the first Monday of October.** This admissions period is not available for first year students. First year students should apply during the second admission period.
- **2nd admission deadline is the first Monday of June.**

Interviews will take place, and transfer decisions will be made, within a week after the admission deadline.

Students meeting the minimum academic requirements are not automatically guaranteed acceptance into the IBL Department. The number of available positions will vary from year to year as determined by the Department. The number of positions is also subject to the quota of the license provided by the Ministry of Education of the Kyrgyz Republic.

Specific academic requirements for inclusion into the second or third year of study

Students transferring into IBL during the second or third year of study are required to complete all freshmen/sophomore year courses prior to being permitted to enroll in more advanced courses. More specifically, students who transfer during the second year of study must complete all first year IBL courses before advancing to higher-level major courses. Students who transfer during the third year of study must complete all first and second year IBL courses before advancing to higher-level major courses.