**TRANSFER STUDENTS**

**Transferring WITHIN AUCA**

 Students are eligible to apply for a departmental transfer after the first successful year of study. However, please note that, in order to transfer within AUCA, students must meet all admissions requirements for the chosen major department, and receive permission from both Department Chairs. Admissions exam results from the previous program may be sufficient if exams are comparable between the programs. Otherwise if admission exam scores do not satisfy the requirement of the chosen major, the student must retake the admission exam(s) along with prospective students. If a student has taken an advanced math course and received a B+ grade or above, the chair of the chosen major may count the grade as an entrance exam score. Entrance requirement waivers must be approved by the Program Chair and the Vice 13 President/Chief Operating Officer. Moreover, the number of transfers allowed each year within specific departments may be limited based on the enrollment restrictions set by the Ministry of Education and Sciences of the Kyrgyz Republic. Each department also has the authority to specify additional selection criteria required for transfer. However, there is a university wide GPA requirement that all departments have to follow; transfer students must have a minimum 2.7 GPA. Although students are not permitted to transfer departments until the second year at AUCA, they are encouraged to start working on proposed major coursework during the second semester of the first year. Students must take a required introductory course from the chosen Major and receive a grade no lower than а «В+». Students need to be advised about the impact of switching majors (especially in terms of time necessary to complete the degree and any changes in financial aid that may occur if students transfer departments). Each program is responsible for specifying its departmental transfer standards and deadlines for transfer applications; please visit the specific major department for further information.

**TRANSFERRING INTO AUCA**

A student who wishes to transfer to AUCA from another higher education institution must submit an AUCA application and a complete transcript of all academic work he or she has completed at the other higher education institution(s). Only courses which match the degree offerings at AUCA will be considered for transfer. Only courses with a grade of С or higher (in the letter-grade system) or 3 or higher (in the former Soviet numerical system) will be accepted for transfer. Grade "Passed" will be accepted only for Sports and Music classes. Grades for courses not taken at AUCA or taken at AUCA as an exchange student will not apply to the student's GPA at AUCA. Prospective transfer students should consult the General Academic Regulations section and/or contact the AUCA Admissions Office for more information. The Registrar's Office is responsible for determining which courses, and how many credits, may be transferred into AUCA.

**TRANSFERRING OUT OF AUCA**

Students who wish to transfer out of AUCA to another institution of higher education should contact that institution to familiarize themselves with its transfer procedures and policies. Once a student submits a transfer application to another institution, and has been accepted into that institution, having received, the student should notify the relevant Program Coordinator and Vice President/Chief Operating Officer at AUCA as soon as possible. Upon request, the 14 Registrar's Office will provide with all relevant official documents required for an institutional transfer.