

Procedure for Transferring Credits to AUCA

1. Freshmen: Submit your personal file to Admission Office and be sure your name has been included on the AUCA Order List as a transferred students from a previous university to AUCA. Check with the Admission office after admission process. The order list should be ready one week prior to the first day of classes.
All transferred students should:
2. Read the section titled Transfer Regulation in the AUCA Catalog or Time-Table.
3. Make an appointment with the AUCA Registrar (room 101, building I). Bring your copy of Academicheskaya Sparvka (for the students from the Former Soviet Union) and/or Official Transcript from previous university to show the courses which you are planning to transfer to AUCA.
4. After meeting with the Registrar complete the form below and submit it to the Registrar's office with an attached copy of Academicheskaya Sparvka and/or Transcript..
5. Submit the original of Academicheskaya Sparvka and/or Transcript to the Admission office.

AUCA Registrar's Office (effective, September, 2004)

Request on the Transfer of Credits

To the AUCA Registrar's Office

From: AUCA student _____ SID _____

Major department _____

I have studied at _____ from _____ (month/ year) to _____ (month/year).
Name of university

And I want to transfer a total of _____ credits of the following courses which I have completed at the University _____

	Course name	Semester , year	Number of credits	Grade	Recommend AUCA equivalent (course abbr., number)	Signature of the corresponding department head at AUCA
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Verification from the university where from the credits are to be transferred

AUCA Registrar _____
Signature

Head of Major Department _____
Signature