



## Approved Credit Transfer Form

ID..... Full Name .....Credits.....

### Procedure

1. Submit completed hard copy of transcript to the Registration and Records Office (must be completed to evaluate)
2. Allow up to 2-weeks to process transfer credit request; additional info may be requested
3. Completed form will be input to SONIS and official student record, stored in student file

Full Institution Name ..... City, Country .....

Outside Course Code	Grades	Credits	Equivalent AUIS Course Code	AUIS Credits

\*Code for Transfer Credit General Elective is **TCGE**, Department Code, Level (100, 200, 300, 400)

Date \_\_\_\_\_

Student \_\_\_\_\_

Department Chair's Name & Signature \_\_\_\_\_

Registration and Records Director \_\_\_\_\_

Processed by \_\_\_\_\_