



AMERICAN UNIVERSITY OF IRAQ, SULAIMANI

Pre-Approval Credit Transfer Form -Study Abroad and Winter/Summer Programs

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

Policies:

1. Please refer to 2014-2015 transfer credit policies for full details
2. Official credit must be issued by outside institution; AUIS does not issue internal credit for external work
3. Limitations of transfer credits include:
 - a. Internships, occupational or vocational work
 - b. Remedial / preparatory / pre-collegiate work (ESL work, for instance)
 - c. Credits already applied to a previously-obtained degree
 - d. Course completed more than 5 years prior to enrollment at AUIS (credit obtained before 2009)
 - e. Coursework graded as "Pass/Fail" (see below for further details on grades)
 - f. Coursework completed solely online (coursework must be at least partially residential)

Procedure

1. To receive pre-approval for a study abroad or winter/summer program, please complete this form.
2. **Credits will not be recorded until after an official hard copy transcript from program/institution is submitted to AUIS.**

Full Institution Name City, Country

STUDENT			AUIS	
Outside Course Code	Grades	Credits	Equivalent AUIS Course	AUIS Credits

Date

Student

Department Chair's Name & Signature.....

Registration and Records Director.....

Processed by Academic Records & Information System Specialist _____