



Approved Credit Transfer Form

ID..... Full NameCredits.....

Procedure

1. Submit completed transcript to Registration Office (must be completed to evaluate)
2. Allow up to 1-week to process transfer credit request; additional info may be requested
3. If credits accepted, student will be notified to visit Registration Office and sign form
4. Completed form will be input to TopSchool 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 _____