

# TRANSFER CREDIT EVALUATION FORM

AA/03/4.98

In order to receive a transfer credit evaluation report from Intercollege, candidates must fill in this form and provide all documentation listed below. Please allow 2-3 weeks following the receipt of all required documents for the processing of the transfer credit evaluation report.

**READ ALL INSTRUCTIONS - AT THE BACK OF THIS PAGE - BEFORE COMPLETING THIS FORM**

STUDENT NUMBER \_\_\_\_\_ (if any)

STUDENT NAME \_\_\_\_\_

MAJOR \_\_\_\_\_

CAMPUS (Place a 0 where appropriate)

NICOSIA ?

LIMASSOL ?

LARNACA ?

DEGREE SOUGHT (Place a 0 where appropriate)

CERTIFICATE ?

DIPLOMA ?

BACHELOR ?

MASTER ?

**PLEASE LIST BELOW ALL INSTITUTIONS/EXAMINATIONS ATTENDED:**

NAME OF INSTITUTION	COUNTRY	ATTENDANCE DATES (from - to)	QUALIFICATION AWARDED

PLEASE TURN OVER ?

## INSTRUCTIONS AND CONDITIONS TO APPLICANTS

In order to receive a transfer credit evaluation report, an applicant must provide the following:

1. This form completed and signed, together with a non-refundable credit transfer evaluation fee (see official list of fees).
2. Information and documentation about the accreditation status of foreign institutions together with official diplomas and certificates in the original language.
3. Official transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study together with detailed course descriptions indicating subject matter, method of assessment and prerequisite courses (if any).
4. Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement but do not replace the original documents so these must be accompanied by the foreign language original documents as well.
5. Academic catalogs of institutions illustrating main policies with course codes, regulations, course descriptions and program curriculum showing course duration and credit load requirements.
6. **No credit is awarded for courses graded with a C- and below. Courses with a % equivalent grade of less than 50 are not accepted for transfer. No credit is awarded for courses assessed by oral examinations only.**
7. A tentative/provisional transfer credit evaluation report will be prepared if only partial information is available. An official report will be prepared only when all the above requested items are submitted prior to the processing of the report.
8. No refund will be made if a request for transfer credit evaluation is cancelled after the submission of this form, or when the report fails to be completed due to the lack of all substantial information pertinent to the preparation of the report.
9. If an applicant fails to submit all required information and/or if this is not submitted within 6 months of the date this form was received, the request for a transfer credit evaluation will be cancelled/inactivated, and no refund of the application fee will be made. A new form and application fee will be required for documents submitted thereafter.

**CERTIFICATION BY APPLICANT:** I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions and agree to the terms stated therein.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Evaluation Fee Paid at the Department of Finance      YES          NO   

Receipt Number \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_