

## Academic Credential Evaluation/Transfer of Credit

This form is for students who have taken courses at other institutions and would like to apply for transfer credits. The evaluation is based on the following:

- A mark of 70% (B-) or higher;
- An official transcript from the institutions;
- The equivalent number of course hours (30 or 60 hours);
- Content that matches our courses (must be verifiable).

**PAYMENT MUST ACCOMPANY REQUEST**  
**Processing cost:**  Domestic \$25.00  International \$75.00

SECTION 1	PERSONAL INFORMATION	
Name:		
Telephone Number:		
Email Address:		
SECTION 2	EDUCATIONAL QUALIFICATIONS	
Please attach original documents in English or translated versions of:	<input type="checkbox"/> Official Transcripts. <input type="checkbox"/> Course outlines.	
Where are your credentials coming from?	EDUCATIONAL INSTITUTION	NAME OF THE PROGRAM

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Official: \_\_\_\_\_

Date: \_\_\_\_\_

UPDATE STUDENT DATABASE	DATE: YYYY-MM-DD	INITIAL
ID No.		