

Foreign Credit Transfer

University of Missouri-St. Louis (UMSL) Transfer Policies

- Student must be admitted to the University before requesting transfer evaluation
- The student must request a final transcript be sent directly from the foreign institution to this office.
- Evaluation and transfer is for *post-secondary undergraduate* studies
- Graduate-level transfer credit is considered only at the discretion of the Graduate Department.
- Courses graded at C or above and valued at 2 USA credit hours or more are evaluated for transfer.
- Any documentation presented becomes a permanent part of the student file at UMSL

The Office of International Student and Scholar Services (ISS) Procedures

- Review and determine academic level or standing of your institution within its country and system
- The *Transfer Credit Evaluation* process includes determining the authenticity of documents.
- Standards and Guidelines are followed to assure you are appropriately credited and placed.
- Course descriptions are forwarded to designated faculty evaluators.
- Completed evaluations and rulings are posted to your student record via DARS (Degree Audit Reporting System.)

To assist faculty in evaluation, submit the following (in English)

Required

- Course descriptions or outlines of those courses you wish to have evaluated for transfer. .
(Items translated by the student are acceptable but source copy or link, in original language, must be included.)

Suggested

- Your University Catalog or Bulletin
- Syllabi, Expected Outcomes, or Outlines* of courses
- Textbook Title, Publisher, ISBN, copy of text's Table of Contents

First-Semester placement and registration

- Testing information is available at http://www.umsll.edu/services/css/testing_center/testdates.html
- Advisor meetings, placement tests, and attendance at orientation events are required of international student before registration in their first semester classes. Refer to your admittance and welcome letters for details.
- Students must enroll in such ESL courses or programs as determined by English Language assessment scores.
- Test results are valid up to six months before the time of enrollment
- It is recommended students complete their entire foreign language sequence at one school.
- Contact the Foreign Languages department regarding language requirements or waivers.
- Your registration for the next semester should not be based solely on the transfer outcome.**

Please Note:

- If a transcript is not available, it may be necessary for you to obtain and pay for a professional evaluation.
(A list of evaluators is available upon request)
- Request an appointment by emailing iss@umsll.edu or telephone 314 516 5229
- Read, print and bring the *TRANSFER REQUEST FORM* to your appointment (if possible)
- Transfer Credit Email must be addressed: iss@umsll.edu Subject Line Attn: Mrs. Ann Ernst-Transfer Credit

University of Missouri - Saint Louis
Office of International Student and Scholar Services
Mrs. Ann Gleason Ernst, International Academic Advisor

Thank you for your interest in UMSL



Center for International Studies
 Office of International Student and Scholar Services
 One University Boulevard- 261 Millennium Student Center
 St. Louis, Missouri 63121-4400 USA
 Telephone 314 516 5229 FAX 314 516 5636 iss@umsl.edu

REQUEST FOR TRANSFER CREDIT

UMSL STUDENT NUMBER: _____ **E-Mail:** _____

NAME: _____

(Family/Surname, First/Given, Middle, Maiden/Nee')

University/School/Institution	City and Country	Dates of Attendance	2 or 4 year or Institution type

I have read the transfer guidelines accompanying this form and in requesting evaluation of my previous studies understand:

- At my request, the above referenced schools must send an authenticated final transcript to *The University of Missouri-St. Louis-Intl Student & Scholar Svcs. Office, Attn: Mrs. Ann Gleason Ernst.*
- Any documentation presented becomes a permanent part of my file at the University of Missouri-St.Louis.
- If a transcript is unavailable, I might be required to obtain, pay for, and present a professional evaluation report.
- Often the evaluation process is not completed before the start of the next academic semester and therefore my selection of courses for the next semester should not be based solely on the transfer outcome.

X Student Signature _____ **X** Date _____

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 For International Student & Scholar Services Office use: (circle all that apply)

- Transcript presented is: official or unofficial **and** complete or incomplete
- 3<sup>rd</sup> PartyEvaluation is: Required Recommended Not necessary (default-if not marked)
- Notations:

**X** \_\_\_\_\_ Office Representative (initial and date)

[Title]