INTERNATIONAL AND U.S. GLOBAL NOMAD TRANSFER APPLICANTS 2016-2017
A transfer applicant is anyone who has enrolled at a postsecondary institution after obtaining a secondary school diploma in the United States or in their home country.

1 APPLICATION CHECKLIST

Apply online using the Common Application (www.commonapp.org). To be considered for admission to AU as a transfer student, your application and all supporting documents must be received by the appropriate deadline. Your file will not be reviewed until all of the materials below have been received by the International Admissions Office.

• Completed Common Application form (with AU Writing Supplement), including essay, and CV/resume
• Application fee of U.S.$70
• Academic records with official transcripts and certified English translations, if applicable, for EACH postsecondary institution attended
• One letter of recommendation
• Demonstrated English proficiency
• Completed AU Certification of Finances form, available at www.american.edu/admissions/international, showing at least U.S.$61,157 for first year of study and living expenses *
• Bank letter showing at least U.S.$61,157 for first year of study and living expenses *

* Only for non-U.S. citizens who will need a student visa (F or J). Financial documents showing less than U.S.$61,157 will not be accepted. The AU Cost Guide, sample bank letters, the AU CFIS and Transfer In forms can be found online at: www.american.edu/ocl/iss/Financial-Proof.cfm

Important: Late or incomplete application packets will significantly affect your admissions decision.

2 APPLICATION DEADLINES

To begin your studies in August (fall semester)
• Final deadline for students living outside the United States: May 1 (Priority deadline is March 1)
• Final deadline for students living within the United States: July 1

To begin your studies in January (spring semester)
• Deadline for students living outside the United States: October 1
• Final deadline for students living within the United States: November 1

3 SUBMITTING YOUR APPLICATION

Important: Please use a courier service (and keep your tracking number) to send your complete application packet to:

Undergraduate Admissions
Office of Enrollment
3201 New Mexico Avenue, NW
STE B1
Washington, DC 20016-8001
USA
Tel: +1-202-885-6000

If you have any questions, please contact International Admissions directly at intadm@american.edu.
AU requires strong English language skills. All transfer applicants (including US citizens) whose first language is not English can prove English proficiency by one of the following testing options:

- **TOEFL (Test of English as a Foreign Language) - TOEFL**
  - code 5007: Internet based test (iBT) score of 80 or higher.
  - To be considered competitive, a 90 iBT score or above is recommended. Sub-scores for each section of the TOEFL should be 20 or higher; OR paper-based test score of 550 or higher;

- **IELTS (International English Language Testing System):**
  - Composite score of 6.5 or higher. Sub-scores for each section of the IELTS should be 6.0 or higher;

- **PTE (Pearson Test of English):**
  - Score of 53 or higher;

- **SAT Critical Reading score**: 530 or higher;

- **ACT English score**: 23 or higher;

- **For students in the DC area**: Kansas AEC Test of English Proficiency, administered by AU: Minimum of 70 on each of the five subsections and a minimum total score of 350.

NOTE: TOEFL/IELTS is not required of non-native English speaking transfer applicants who:

1. Have been educated in US-regionally accredited post-secondary institutions inside or outside the U.S. where English is the only medium of instruction AND where the student successfully completes two English college composition (non ESL) classes with a “C” or higher; OR

2. Have graduated 4 years (grades 9, 10, 11 and 12 or equivalent) of secondary/high school where English was the only medium of instruction with no ESL within the past two years in one of the following:

   - U.S. regionally-accredited high schools inside or outside the U.S.
   - IB secondary schools inside or outside the U.S. in the following countries** or in the educational systems of these countries** around the world/ regardless of location where English was the only medium of instruction AND no ESL courses were taken.

** English speaking countries include: UK, Ireland, Scotland, Australia, New Zealand, and Canada (except Quebec).

For native speakers of English from the US, UK, Ireland, Scotland, Australia, New Zealand, and Canada (except Quebec) who list English as their first language on the Transfer Common Application, proof of English proficiency is not required, but may be requested.

** Important: Though English proficiency may be met in one of the ways listed, the Office of Admissions may request additional documentation if deemed necessary.

If you have completed less than one year of full-time academic study at a postsecondary institution in the United States or overseas at the time of application (i.e., you have less than 24 semester credits per the U.S. system of higher education), please submit all of the following:

1. Your secondary school diploma and academic credentials (examination results and certificates, transcripts, etc)
2. Your academic credentials or transcripts from each postsecondary institution attended

If you have completed at least one year (minimum 24 credits) of full-time postsecondary academic study at the time of application, submit only your postsecondary academic credentials. No secondary school academic records are required.

Please have academic records from each secondary and/or postsecondary school you attended sent directly from those schools to American University. These records should be submitted in their original language and accompanied by official English translations, if applicable. You may submit certified or notarized copies of your original official transcripts if your country issues only one copy of your academic documents.

Contact International Admissions at intadm@american.edu with any questions regarding submission of documents.
AU CERTIFICATION OF FINANCES AND BANK LETTER FOR INTERNATIONAL STUDENTS

Applicants who require a student or exchange visa (F or J) must submit to the International Admissions Office the AU CFIS form and a bank letter, each showing proof of at least U.S.$61,157 for your first year of studies and living expenses. These and all other supporting documents must be received by the appropriate application deadline.

Application packets without the AU CFIS form and bank letter will be considered incomplete and will not be reviewed.

Transfer-In Form: If you are currently studying in the United States on an F or J visa and decide to attend AU, you will be required to submit the “Immigration Transfer-In Form” before your AU I-20 or DS-2019 can be issued.


ADVANCED CREDIT FOR POSTSECONDARY COURSEWORK

Courses completed at accredited postsecondary institutions within or outside the United States may be eligible to receive transfer credit. For more information on transfer credit guidelines, please visit www.american.edu/admissions/transfer/creditguidelines.cfm

ADVANCED CREDIT FOR SECONDARY EXAMS

Students may be eligible to receive advanced credit for exams passed during secondary school. If you took IB, A Level, AP, OIB English, or CAPE exams while in secondary school, visit www.american.edu/admissions/examcredit.cfm for full details on AU exam policies.

LETTER OF RECOMMENDATION

One letter of recommendation for transfer students is required. You will be required to select and assign at least one Academic Evaluator within the Common Application. If you request recommendations outside of the Common Application, they should appear on official letterhead and include your full name and U.S. Social Security number (if available) OR date of birth and be sent directly to American University.

GUARANTEED ADMISSION AGREEMENTS

American University has established guaranteed admission agreements with certain two-year institutions in the United States. These agreements offer students the opportunity to earn an Associate’s degree at a two-year school, and earn a Bachelor’s degree at American University with an additional two or more years of study. These articulation agreements guarantee admission to AU for students who complete their Associate’s degree and adhere to several requirements established by AU.

Please note that not all Associate’s degrees are included in these agreements. Check the agreement for your institution to determine eligibility.

For more information for transferring to American University (AU) under a Guaranteed Admission Agreement, please visit www.american.edu/admissions/admissions/transfer/GAA.cfm.

TRANSFER MERIT AWARDS

PTK Honors transfer students from U.S. community colleges may be considered for partial merit scholarships.

Eligibility: Transfer applicants who are members of the Phi Theta Kappa (PTK) Honor Society. Students must identify themselves as PTK members on the admissions application and provide a PTK advisor letter of recommendation. If admitted, your verified PTK membership guarantees a $10,000 scholarship.

FOR MORE INFORMATION

Visit our online transfer section:

AMERICAN.EDU/ADMISSIONS/INTERNATIONAL/TRANSFERCHECKLIST.CFM

You may also email any questions to: INTADM@AMERICAN.EDU

American University is an equal opportunity, affirmative action university. For information regarding the accreditation and licensing of AU, please visit american.edu/academics.

Consumer information can be found at american.edu/policies/ConsumerInformation.cfm.