

**INTERNATIONAL
AND U.S. GLOBAL NOMAD
TRANSFER APPLICANTS
2019-2020**

HOW TO APPLY

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 the optional, but recommended 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 (optional)
- Demonstrated English proficiency
- Completed AU Certification of Finances form (AU CFIS form), showing at least U.S.\$66,717 for first year of study and living expenses*
- Bank letter showing at least U.S.\$66,717 for first year of study and living expenses*
- Copy of your passport information page*
- The Common Application Transfer Registrar Report demonstrating that you are in good academic and social standing at your current or most recent institution
- Interruption of Studies Statement detailing your activities in between your last school attendance and now

* Only for non-U.S. citizens who will need a student visa (F or J). Financial documents showing less than U.S.\$66,717 will not be accepted. The AU Cost Guide, sample bank letters, the AU CFIS and Transfer-In Form can be found online at:

www.american.edu/ocl/iss/Financial-Documents.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 inside or outside the United States: May 1 (Priority deadline is March 1)

To begin your studies in January (*spring semester*)

- Spring (January) semester deadline is November 1
- For transfer students applying from outside the United States, we strongly recommend October 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
4801 Massachusetts Avenue, NW
Suite 218
Washington, DC 20016-8001
USA
Tel: +1-202-885-6000

Important: Alternatively, you can scan and submit your Bank Letter, AU CFIS form, and TOEFL/IELTS official score report via fax to +1-202-885-1025. There is no need to mail hard copies if you choose to fax your documents.

You may also ask your school official to email us your official documents as PDFs to admissionsdocuments@american.edu. There is no need to mail hard copies if you choose this option.

If you have any questions, please contact International Admissions directly at intadm@american.edu.

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ENGLISH PROFICIENCY

AU requires strong English language skills. All transfer applicants (including U.S. 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. Sub-scores for each section of the TOEFL should be 20 or higher. To be considered competitive, a 90 TOEFL iBT score or above is recommended. Paper-based test score of 550 or higher (taken on or prior to May 31, 2017), or all paper-based test sub-scores of 20 or higher (taken after May 31, 2017)
- **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 of 530 or higher (taken before March 1, 2016) or New SAT Reading Test score of 29 or higher (taken after March 1, 2016)
- **ACT** English score of 23 or higher;

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

1. Have been educated in U.S. regionally-accredited, postsecondary 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, CXC, or UK curricula inside or outside the U.S. in selected English-speaking countries** or in the educational systems of these countries** (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).

Important: Though English proficiency may be met in one of the ways listed, the Office of Admissions may request additional documentation if deemed necessary. For native speakers of English from the U.S., 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.

Please note that you may also email us a screen shot of your official TOEFL or IELTS scores as it appears online to admissionsdocuments@american.edu. We will call the testing agency to verify your scores to save you time.

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ACADEMIC RECORDS

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** secondary 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. These documents may be sent by school officials to our courier mailing address (see Step 3) or as a PDF to admissionsdocuments@american.edu.

Transcripts sent directly by students will not be accepted.

Contact International Admissions at intadm@american.edu with any questions regarding submission of documents.

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TRANSFER REGISTRAR REPORT

Please have a college official from your current or most recent institution complete the Transfer Registrar Report, which is required of all transfer students. This form ensures that you are in good academic standing at your current or most recent institution.

You can access the Transfer Registrar Report form through the Common Application. Within your ‘My Colleges’ tab:

1. Click Assign Recommenders
2. Scroll to the bottom and click Registrar Report
3. Download the form
4. Submit the form to the Registrar/College Official and have them send the completed form directly to American University. It may be mailed to our courier mailing address (see Step 3) or emailed to admissionsdocuments@american.edu by your College Official as a PDF.



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/credit-guidelines.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 Unit Two exams while in secondary school, visit www.american.edu/admissions/exam-credit.cfm for full details on AU exam policies.



LETTER OF RECOMMENDATION

One letter of recommendation is optional but strongly encouraged. You will be asked 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.



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.\$66,717 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.

Visit www.american.edu/oci/iss/Financial-Documents.cfm for the AU Cost Guide, sample bank letters, and the AU CFIS and Transfer-In Form.



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 under a Guaranteed Admission Agreement, please visit www.american.edu/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. PTK Honors is the only scholarship offered to transfer students



FOR MORE INFORMATION

Visit our online transfer section:

www.american.edu/admissions/international/transfer-instructions.cfm

You may also email any questions to intadm@american.edu