

Transfer Credit Evaluation Form

Transfer Credit Evaluation Notes:

- The maximum amount of credits transferable from a non-accredited institution is 18 credits.
- Credits adjusted in accordance with U.S. semester-based system.
- Non-liberal arts courses do not require evaluation by an academic department representative.

Instructions for Completing the International Transfer Credit Evaluation Process

1. Take this form to the various academic departments for which credit has been granted. The faculty in each department will review your related foreign coursework for Queens College equivalencies. It is highly recommended that you bring translated copies of your foreign transcript(s) and course descriptions (syllabus) to the academic departments you visit to ensure a prompt and accurate review of course equivalencies; many departments require such translations for review.
2. Foreign courses that have received credit from the International Transfer Credit Evaluator but are not deemed equivalent to Queens College courses by department faculty will be counted as blanket (elective) credit. **Note:** Faculty cannot grant credit for foreign coursework nor approve course equivalencies outside their academic discipline.
3. Return this form to the Admissions Office after you have visited all the academic departments required to establish Queens College course equivalencies. The International Transfer Credit Evaluator will post the credit you have been granted and the appropriate course equivalencies and academic requirements on your official student record.
4. Students coming from a non-English-speaking country cannot be awarded any English credits.

Note: Students have **one year** from the date of the evaluation to complete procedures for obtaining transfer credit. Students will be subject to **disciplinary action** for submitting documents with unauthorized signatures, credits, grades, course hours, course equivalencies, or any other unofficial changes made on a foreign transcript or syllabus or the Transfer Credit Evaluation form.

