

## Guidelines and Checklist For The Transfer Process

1. Determine which university you'd like to transfer to.
2. Check if Au has any sort of agreement with the university. This can be done by going to the OIA website: <http://www.oia.au.edu>
3. Contact the overseas university Admissions office / respective Faculty that you'd like to transfer to and find out how to apply as a transfer student.
4. It may also be useful to check with the following centers for certain countries:
  - a. USA: The Cultural/Education section of the Bangkok US Embassy or AUA library
  - b. UK: The British Council, Siam Center, Bangkok
  - c. Australia: AEI, the Australian Embassy
  - d. For all other countries, you can call / visit the Cultural and Education Offices at the embassies to find out about universities.
5. Please note that the Office of International Affairs at Assumption University does not intervene in or facilitate transfers, we can only provide guidelines, as in this document, as a service
6. Please be aware that because of Assumption University's comprehensive English Curriculum (except in the Faculty of Law), it enjoys a strong reputation and instant recognition by overseas universities, particularly those in the native English speaking countries.
7. Transfers of credits/ courses/grades are totally left up to the accepting institution.
  - a. In view of this, please ensure that your GPA is competitive enough and that you have at least 60 credits at Assumption University
  - b. Please make available to the accepting institution, the Assumption University Undergraduate bulletin. (The Graduate Schools of AU may also have their bulletins available and these may be submitted in the cases of graduate school transfers). The Bulletin contains information on the degree programs, study plans and the course descriptions in English. There are also other relevant pieces of information which the bulletins contain which would help in the decision making by the accepting universities.
  - c. As much as possible, please also provide course outlines for all the courses you have taken. This will clarify a lot of information that the accepting institution might want before taking any decision on the transfer acceptance.
  - d. Reference letters (at least two, sometimes three) from lecturers who have taught you are extremely useful to the accepting institutions, to gauge your academic background
8. Please ensure that you do have the special requirements by the accepting institutions. Test results of TOEFL, IELTS, SAT (1 and 2) and /or other scores may be required. Please check if these scores are needed and fulfill the requirement as necessary.
9. Student transfer visas are normally arranged by the accepting institutions. Please ensure that this is also done in your case.
10. This document is only a guideline and is in no way an official guarantee that students will be accepted, based on what this Guideline document outlines.
11. The Office of International Affairs is happy to receive any sort of feedback on student transfer matters, so that we can make the information available to other students wishing to transfer.