

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Transfer Student Admission Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-007	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

AIU welcomes qualified transfer students, and Accrediting agency treats how an institution treats them, clearly, equitably, and with a genuine effort to preserve credit already earned, as a direct indicator of institutional quality under accreditation requirement. This policy establishes the requirements, procedures, and standards for admitting transfer students and evaluating their transfer credit, ensuring a fair and consistent process while complying with the Private Universities Council (PUC) and AIU academic standards.

Scope

This policy applies to all applicants seeking admission to AIU who have previously completed coursework at a recognized post-secondary institution.

Purpose

- Establish eligibility requirements and evaluation standards for transfer admission
- Ensure transfer credit is evaluated fairly and transparently, minimizing avoidable loss of credit already earned
- Demonstrate compliance with equitable treatment of transfer students and academic integrity in verification of academic records

Policy

Article 1: Eligibility for Transfer Admission

Applicants are considered for transfer admission if they have completed coursework at a recognized post-secondary institution; meet AIU's general admission requirements and the requirements of their intended program; have a minimum cumulative GPA of 2.00 or equivalent; and have not been dismissed for academic misconduct or disciplinary reasons. Applicants with a cumulative GPA below 2.00 may apply as First-Time Freshman applicants and are evaluated on their high school qualifications under EMA-004. Transfer admission and the award of transfer credit are separate processes; admission to AIU does not guarantee acceptance of transfer credit.

Article 2: Recognized Institutions and Required Documents

Transfer credit is considered only for coursework completed at institutions recognized by the Kuwait Ministry of Higher Education or an approved regional or national accrediting agency acceptable to AIU. Transfer applicants submit official sealed transcripts from all previously attended institutions, official course descriptions and syllabi when requested, proof of payment of applicable fees, official English translations of academic documents where applicable, and any additional documents requested by the Admissions Office or Registrar. Applications submitted without official transcripts are not evaluated.

Article 3: Transfer Credit Evaluation and Requirements

Transfer credit evaluations are conducted by the Registrar's Office in consultation with the appropriate academic school, and credit is awarded only after official approval. Students receive written notification of the evaluation results. Transfer credit may be awarded provided the course was completed at a recognized institution; carries academic credit comparable to AIU; is substantially equivalent in content

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to the corresponding AIU course; earned a final grade of C or higher (or equivalent); was completed within the University's approved validity period; and satisfies the academic requirements of the intended degree program. Courses graded Pass/Fail or Satisfactory/Unsatisfactory are not normally eligible for transfer credit unless otherwise approved.

Article 4: Credit Limitations and Equivalency

The maximum number of transfer credits accepted toward an AIU degree is determined by University academic regulation, and under no circumstance may transferred credit exceed AIU's maximum residency requirement. **The specific numerical cap and the residency requirement it is measured against are set in AIU's Academic Regulations; this policy adopts that figure by reference and does not restate it, so that a future change to the residency requirement does not require amendment of this policy. The Registrar publishes the current cap alongside this policy.** Transfer credit does not automatically satisfy degree residency requirements, and grades earned at another institution are not calculated into a student's cumulative AIU GPA; only approved transfer credit hours are recorded. Transfer courses are evaluated on learning outcomes, course content, contact hours, credit hours, academic level, and program requirements, and may be recorded as an AIU equivalent course, major elective, general education requirement, or general elective.

Article 5: Placement Testing and Direct Admission

Transfer applicants are normally required to satisfy AIU's English and Mathematics placement requirements under EMA-005. Applicants who receive approved transfer credit for equivalent college-level English or Mathematics courses may be exempt from the corresponding placement test or Foundation requirement, and may be admitted directly into degree-level coursework without completing the Foundation Program, subject to Registrar approval.

Article 6: Verification and Fraudulent Documentation

The University reserves the right to verify all academic records with previous institutions, government authorities, accreditation bodies, sponsoring agencies, or other competent authorities. Failure to provide authentic documentation may result in denial or cancellation of admission. Submission of false, altered, misleading, or fraudulent academic documents, consistent with Accrediting agency requirement, results in rejection of the application or cancellation of admission, and the University reserves the right to notify the appropriate governmental authorities.

Article 7: Processing Time

Transfer credit evaluations normally require up to ten working days following receipt of all required documentation; additional time may be required where verification with an external institution is necessary.

Article 8: Exceptions

Exceptions to this policy may be approved only by the Executive Director of Enrollment and Admission and the Registrar, in consultation with the VPAA where required.

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Responsibilities

Office	Responsibilities
Admissions Office	Reviews transfer applications, verifies eligibility, receives required documentation, coordinates evaluations with the Registrar, and communicates admission decisions.
Registrar	Submits transfer documents to the appropriate School Dean for evaluation of transfer credit and course equivalencies, records approved credit, and maintains academic records.
Applicant	Submits complete and accurate documentation, provides additional documentation when requested, pays applicable fees, and meets published deadlines.

Appeals

An applicant who disputes a transfer credit evaluation or admission decision under this policy may appeal under EMA-003, Article 8. Where the appeal concerns a transfer credit evaluation specifically, the first-level review is conducted by the Registrar in consultation with the relevant academic department before escalation under EMA-003 Article 8.1.

Related Policies

- EMA-003 Admission Criteria and Procedures
- EMA-004 Academic Qualifications for Undergraduate Admission
- EMA-005 Placement Testing and Testing Exemptions Policy
- EMA-006 Conditional Admission Policy

President Signature	Signature: _____ Date: _____
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