

TRANSFER OF CREDITS FROM ANOTHER UNIVERSITY/IB Diploma/A levels/AP scores

What do you need to do if you want to **TRANSFER CREDITS FROM ANOTHER UNIVERSITY** (or from IB Diploma/A levels/AP)?

The transfer process includes:

1. You need to ask your university for **2 official original transcripts/evaluations (unless you have Czech accredited university transcript or IB diploma – you only need one copy of those)**, because at UNYP's double degree program you graduate from two universities, UNYP & EMPIRE STATE UNIVERSITY, and your credits need to be transferred to both. UNYP and EMPIRE STATE UNIVERSITY will review your university transcript as soon as possible. There is a UNYP's fee for transfer credit evaluation is 500 CZK per American credit or 250 CZK per ECTS credit that you will need to cover.

2. If you have:

- **transcripts from U.S. accredited institutions (2 copies)**
A levels (2 copies)
AP scores (2 copies)
Canadian universities that are accredited by the **Association of Universities and Colleges of Canada (AUCC)** or the **Canadian Colleges of Applied Arts and Technology (CAAT) (2 copies)**
- transcripts from **Czech accredited universities (1 copy only for UNYP is enough)**
IB Diploma (1 copy only for UNYP is enough)

they will be evaluated directly by UNYP & EMPIRE STATE UNIVERSITY as they are. Please ask the institutions to send it **directly** to the address specified below.

3. If you have:

- transcripts from **non U.S. institutions** and all other not listed in 2. above

First you need to get a WES (or other independent) **external evaluation** of your credits **(2 copies)**. Please order the **evaluation report** to be sent directly to the address specified below. This can take **1 month** or more.

This is the address for delivery of the official paper documents for transfer of credits (please have the institution send directly to this address):

EMPIRE STATE UNIVERSITY office
Londýnská 41
120 00 Praha 2
Czech Republic

If your **Official** transcripts are in electronic form, your University needs to send it directly to Laurie.Stanley@sunyempire.edu AND registrar@unyp.cz

***Please note that transcripts sent via **National Student Clearinghouse** cannot be open outside US. If your University uses this provider, ask them for physical copies instead.**

IMPORTANT: If you have transcript from **Czech accredited university or **IB diploma**. Only 1 copy needs to be sent to:**

UNYP - Registrar
Londýnská 41
120 00 Praha 2
Czech Republic

***A LEVELS (2 copies) must be sent from:**

Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom
<http://www.cie.org.uk>
Email: international@ucles.org.uk
Phone: 01223 553554
Fax: 01223 553558

***SOPHIA LEARNING (2 copies)**

It **may** be possible to transfer credits earned through Sophia Learning, based on the ACE National Guide evaluation. The official transcripts must be sent to the SUNY Empire Prague office (address above) directly from Sophia. Transcripts issued to students will not be accepted.

4. Your UNYP Academic Advisor will prepare your 1st semester schedule of courses (probably different from the regular freshmen schedule, considering the courses you have already taken at the previous university). Only after the **official transcript / evaluation arrives (in a sealed envelope)**, Registrar Office is allowed to put your transferred credits & adapted schedule into the system. **If the official document never arrives, your credits are never transferred.**

5. The process above should be completed **before** your 1st semester at UNYP. According to the Policies, should your transfer be delayed, and you still want to have your credits transferred later, you must **request a permission from your Academic Advisor by email in advance**. With this permission, your credits can be transferred until the end of the 1st semester. Otherwise, your credits would not be transferred and you would need take again courses that you have already taken in the past. **To sum up, if you intend to transfer the credits, please make sure to inform us, so we know!** Then kindly follow points 1-5 above so your credits can be successfully transferred.

Kindly keep us updated about any change.