

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 (**provisional results are not sufficient**) /AP scores)?

The transfer process includes:

1. You need to ask the previous university for **the official original transcript**. UNYP will review your university transcript as soon as possible. Please note that 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. In some cases, the Business Department Dean might require an independent **external evaluation (course by course)** of your university transcript in order to be able to transfer the credits. In that case you would be asked to order the **WES (or other independent external evaluation)** which can take **1 month** or more. The expenses on the external evaluation would be covered by you.
3. Only after the **official transcript / WES evaluation arrives to UNYP (in a sealed envelope or through official online portals)**, Registrar Office is allowed to put your transferred credits (and adapt your schedule of classes if needed) in the system. If the official document never arrives, your credits are never transferred.
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) and the credit fee is paid**, Registrar Office is allowed to put your transferred credits & adapted schedule into the system. **If the official document never arrives or the fee is not paid, your credits are never transferred.**
5. The process above should be completed **before** your 1st semester at UNYP. According to the Policies, you may transfer credits until the end of the first semester however **Credits will be transferred only after the official transcripts arrive and the transfer fee is paid. Only credits that were not taken at UNYP up to that point will be transferred.** If you do not manage to complete your credit transfer by the end of the first semester, your credits would not be transferred at all. **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.

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

UNYP - Registrar
Londýnská 41
120 00 Praha 2
Czech Republic

If your **Official** transcripts are in electronic form, your University needs to send it directly to 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.**