Current Undergraduate AUC Students

How to Get Study Abroad or Exchange courses Approved to Transfer to AUC:

- Select the courses you plan to take from the host institution course offerings for the desired semester(s)/session.
- Use the Transfer Course Equivalency (TCE) Tool for previously evaluated course equivalency.
- Review your selection of courses with your Academic Advisor.
- Securing approval, from the Transfer Credit Affairs in the Registrar's Office, is a mandatory step before travelling to guarantee transferring the pre-approved courses back to AUC.
- Sign up for an appointment with the Associate Registrar for Transfer Credit Affairs (Fahima Bakr), in the Registrar’s Office, Admin Bldg-Room P049, to submit the course description and schedule for ALL the selected courses printed directly from the host institution web site.
- Students accepted in the Exchange Programs must ensure that their information has been sent from the “International Program Office” to the Transfer Credit Affairs, in the Registrar’s office, prior to signing up for an appointment.
- During the meeting, with the Associate Registrar for Transfer Credit Affairs, you will fill out the “Request for Transfer Credit Pre-Approvals”.
- Your request with all supporting documents will be submitted to the appropriate academic departments.
- An email will be sent to your AUC email account once the Transfer Credit Affairs, in the Registrar’s Office, receives all academic departments’ pre-approvals.
- When the Transfer Credit Affairs receives your official transcript from the host institution, courses/credits will be posted on your AUC transcript according to the pre-approvals.

Helpful and Important Tips:

- ONLY Study Abroad students for fall or spring semesters are required to submit an Educational Leave of Absence before departure, this is not required from students on Exchange Programs.
- Business Law courses are not transferable.
- Science, Computer, and Engineering courses require detailed syllabi, list of laboratory experiments and catalog description for pre-approvals. Pre-approvals are preliminary until you provide the department with course assignments and all related materials upon your return for final approval.
- Economics courses pre-approvals are preliminary until you provide the department with course assignments and all related materials upon your return for final approval.
- Political Science courses pre-approvals for summer or winter abroad (Short Terms) are preliminary until you provide the department with course assignments and all related materials upon your return for final approval.
- Foreign language courses are transferable towards General Electives and will not fulfill any other degree requirements.
- Study Abroad courses evaluated as equivalent to any 300-400 AUC course-level outside your major, will fulfill the capstone requirement.
- It is advisable to request more pre-approvals than you intend to take. However, try to avoid overloading the academic departments with unnecessary pre-approval requests.
- A maximum of “9” credits will be transferred for courses completed through on-line studies. You may not enroll in on-line courses during an academic semester/session in which you are registered for courses at AUC.
- More information provided about your intended coursework, will help secure preapprovals. Be sure to obtain accurate course description and syllabus.
• Be sure to make arrangements before leaving the host university, to send an official copy of your transcript to the following address:

  Transfer Credit Affairs  
  Registrar office  
  The American University in Cairo  
  AUC Avenue, P.O. Box 74  
  New Cairo 11835, Egypt

• Transfer Credit Affairs will not transfer credits to AUC without receiving an official transcript directly from the host institution.

Students must make sure to fill out the “Request for Transfer Credit Pre-Approvals” in the Registrar’s office-Transfer Credit Affairs a semester prior to the planned Study Abroad/Exchange program.
If the course at the transfer institution carries more semester credits than its equivalent at AUC, then the extra credits are to be transferred towards the general elective.

I. Transfer credits from American System:

Table of Equivalence

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II. Transfer credits from British/Scottish and European Credit Transfer System (ECTS):

Table of Equivalence

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Residence Requirement Rule

- To obtain a bachelor’s degree, a student must take at least 45 credit hours of courses in residence at AUC.
- At least 30 credits of the 45 must be in courses at the 300-400 levels (upper level courses).
- No more than 15 transfer credits at 300-400 level courses will satisfy concentration requirement of any program. AUC students who join a year abroad exchange program administered by the university are exempted from this rule.
- The maximum transfer credits to be considered towards concentration requirement for programs offered by each school is as follows:
  - A maximum of 15 transfer credits at 300-400 level courses in programs offered by the Business School.
  - A maximum of 15 transfer credits at 300-400 level courses in programs offered by the Science, Computer, & Engineering School.
  - A maximum of 15 transfer credits at 300-400 level courses in programs offered by Global Affairs & Public Policy School except for the Middle East Studies program; a maximum of 12 transfer credit hours.
  - A maximum of 12 transfer credits at 300-400 level courses in programs offered by Humanities & Social Sciences School.