

Current Undergraduate AUC Students

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

1. Select the courses you plan to take from the host institution course offerings for the desired semester(s)/session.
2. Use the [Transfer Course Equivalency \(TCE\) Tool](#) as a guide for valid pre-evaluated course equivalency.
3. Review your selection of courses with your Academic Advisor.
4. 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.
5. Log in to the [Registrar Appointment Scheduler](#) to sign up for an appointment with the Transfer Credit Advisor. Exchange students must ensure that the International Programs Office (IPO) has sent their information to the Registrar's Office prior to signing up for an appointment.
6. For the appointment, make sure to have a print out of the course description and class timings/offerings for **all** selected courses. It has to be **PRINTED DIRECTLY** from the host institution web pages.
7. During the appointment, you will fill out the '**Transfer Credit Pre-Approval**' form with the courses selected.
8. Your form with all supporting documents will be submitted to the appropriate academic departments for their evaluation.
9. An email will be sent to your AUC email account once the Transfer Credit Unit receives all academic departments' pre-approvals.
10. Courses/credits will be transferred only after the Transfer Credit Unit receives your official transcript from the host institution.

Helpful and Important Tips:

- ❖ ONLY Study Abroad students for fall or spring semesters are required to submit a [Planned Educational Leave of Absence](#) before departure, this is not required from students on Exchange Programs.
- ❖ Courses abroad must not overlap with any AUC semester/session dates that you attend at AUC.
- ❖ BADM 2001, Introduction to Business, and Business Law courses are not transferable.
- ❖ All courses offered by the Management department require detailed syllabi for transfer evaluation.
- ❖ ACCT, ECON, FILM, LING, RHET and THTR courses require detailed syllabi for transfer evaluation.
- ❖ ACCT 3006, Principles of Taxation, course is not transferable.
- ❖ ACCT courses that their prerequisites are not fulfilled before taking them abroad are not transferable.
- ❖ Foreign language courses are transferable towards General Electives and will not fulfill any other degree requirements.
- ❖ Study Abroad courses evaluated as equivalent to any 3000/4000 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 may be transferred for courses completed through on-line studies. You must 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.
- ❖ 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.

- Before leaving the host university, ensure to request an official copy of your transcript to send to the following address:

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

- Transfer Credit Unit **will not** transfer credits to AUC without **receiving** an official transcript **DIRECTLY** from the host institution.

Students must make sure to fill out the “Transfer Credit Pre-Approval” form in the Registrar’s Office-Transfer Credit Unit, 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

Quarter Credit	AUC Equivalent Credits	Semester Credits	AUC Equivalent Credits
6	4	6	6
5	3	5	5
4	3	4	4
3	2	3	3
2	1	2	2

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

Table of Equivalence

British/Scottish Credits	ECTS Credits	AUC Equivalent Credits
30	15	8
20	10	5
15	7.5/7	4
12	6	3
10	5	3
8	4	2

Minimum Grade Required for Transfer (Equivalent to 'C')

Algeria: '12/20'	Italy: '21/30'	Singapore: 'C'
Austria: '3/6'	Japan: 'C'	Slovenia: '7/10'
Belgium: '12/20'	Korea: 'CO'	South Africa: '58/100'
Bulgaria: '4/6'	Kuwait: 'C'	Spain: '6/10'
Canada: 'C'	Netherlands: '6/10'	Sweden: '3/5'
China: 'C'	Norway: '3/6'	Switzerland: '4.5/6'
Denmark: '4/12'	Poland: '3.5/5'	Tunisia: '12/20'
ECTS: 'C'	Portugal: '12/20'	Turkey: 'C'
France: '12/20'	Qatar: 'C'	UK: '50-Second Class Lower/100'
Germany: '3/6'	Saudi Arabia: 'C'	United Arab Emirates: 'C'
Indonesia: 'C'	Scotland: '11/20'	

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 3000-4000 levels (upper level courses).
- No more than 15 transfer credits at 3000-4000 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 3000-4000 level courses in programs offered by the [Business School](#).
 - A maximum of 15 transfer credits at 3000-4000 level courses in programs offered by the [Science, Computer, & Engineering School](#).
 - A maximum of 15 transfer credits at 3000-4000 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 3000-4000 level courses in programs offered by [Humanities & Social Sciences School](#).