



# TRANSFER CREDIT INFORMATION SHEET

Transfer credit evaluations are *not* processed automatically – you must submit an official request. This must be submitted within your first academic year at Touro. After this time, we cannot guarantee that transfer credit requests will be considered. For this reason, you should begin the process as early as possible! We are not responsible for delays due to transcripts arriving late.

## ELIGIBILITY REQUIREMENTS:

In order to be eligible to transfer credits, you must meet the following requirements:

- You must have passed each course you wish to transfer with a grade of “C” or higher
- The school(s) at which you completed the courses must be regionally accredited in the United States. If you have credits from a non-US university, you must obtain an official credential evaluation report from an external agency (see page 2 for more details).
- You must not have exceeded any time limits. Courses in natural science, business and accounting that were taken more than 10 years prior to your first semester at Touro, and computer science courses that were taken more than 6 years prior to your first semester at Touro may not be eligible for transfer credit.
- If you wish to transfer a course that you took on a pass/fail basis, your transcript must indicate that a grade of “P” is equal to a “C” or above. If your transcript does not indicate the value of a “P” grade, please have an official letter sent to TCB from your school’s registrar stating the value of a “P”.
- You cannot transfer any courses taken at the remedial or pre-college level.
- In order to transfer credits in math, statistics or composition, you must have completed and passed the relevant placement exams at Touro (see below).

## STUDENTS WITH TRANSFER CREDITS IN MATH, STATISTICS OR COMPOSITION:

The transfer of credits in math, statistics or composition is conditional on your placement test results.

For students with writing and composition credits, additional documents (e.g. writing samples) may be required in order to assess transfer credits.

For students with math or statistics transfer credits, we use a more advanced placement exam specially designed to test at the level of our College Mathematics course. In general, this exam covers the following topics: sets, sequences and series, laws of exponents and logarithms, functions, and optimization. For further details and for preparation materials, please contact the admissions office.

**IMPORTANT: If you intend to transfer credits in mathematics or statistics, please contact us BEFORE the start of your FIRST semester to ensure you take the correct placement test.**

## TRANSFER CREDIT REQUEST DEADLINES:

Fall 2017 evaluations:	September 30, 2017
Spring 2018 evaluations:	March 9, 2018
Summer 2018 evaluations:	July 1, 2018

## HOW TO SUBMIT A TRANSFER CREDIT REQUEST:

1. Fill out the transfer credit application form.
2. Obtain sealed, official transcripts from all schools you would like to transfer credits from. Please arrange to have the official transcripts sent to:

Admissions Office  
Touro College Berlin  
Am Rupenhorn 5  
14055 Berlin  
Germany

- Do **not** send any transcripts to our New York location!
  - If your school offers the option to send an official transcript via e-mail through a service like eTranscript, you may have it sent directly to: [admissions@touroberlin.de](mailto:admissions@touroberlin.de).
  - We cannot accept any unofficial printouts or screenshots from your online student account. All hard copy transcripts must be stamped and sealed.
3. Gather the course syllabi for all courses you would like to transfer.
    - If you no longer have copies of your syllabi, get in touch with the departmental office at your former college to see if they have copies on file.
  4. If you are requesting to transfer credits from a non-US university, you must obtain an official credential evaluation report from an external agency.
    - We accept credential evaluations from any member of NACES ([www.naces.org](http://www.naces.org)), but Touro College usually recommends WES ([www.wes.org](http://www.wes.org)).
    - Ensure that you get an evaluation designed for transfer students that is “course-by-course” (and not “document-by-document”).
    - Some universities in international locations have US accreditation. If you think your school is one of these, please check the CHEA database (<http://chea.org/search>). If your school does not appear here, you must get a credential evaluation report.
  5. Submit your complete application to your academic advisor for consideration before the deadlines listed above.

**Partial or incomplete applications will not be processed!**