



Transfer Credit Application

Prior to completing the transfer credit application form, please read the following sections of the [Course Catalogue 2016-17](#) for more details on the transfer credit rules and regulations, transfer credit fees, as well as our course descriptions and major requirements:

- Transfer admission rules and regulations: Page 8 – 9
- Transfer credit fees per ECTS credit transferred: Page 9
- Academic requirements and a description of the ECTS credit system: Page 18
- Major requirements for Business: Page 20-22
- Major requirements for Communication Studies: Page 22-24
- Major requirements for International Affairs: Page 24-26
- Major requirements for International and European Law: Page 26-28
- Course descriptions: Page 31 to 58

Please fill out the transfer credit application form and indicate in the table below the equivalent Vesalius College course which the transferred course should replace. Upon receipt of your completed transfer credit application form (as well as your official university/college transcripts and detailed course syllabi), members of Vesalius College's academic staff will decide upon transfer credits.

*A **course syllabus** is a short document, to be distributed at the first class meeting, containing the following information: the aims and content of the course, the textbook(s) and other reading materials, the progress of the course week per week, the way in which it will be assessed, the dates at which written work is due and when the mid-term and final examinations will be held, and contact information and office hours for the instructor.*

<!> An administrative fee of **40€ per ECTS credit transferred** will be charged and added to your first semester tuition invoice.



Transfer Credit Application Form

Student Last Name: _____ Student First Name: _____

Intended Semester of Entry: Fall (year) _____ Spring (year) _____

Intended Major (*please select one*): Business / Communications / International and European Law / International Affairs

Institution name: _____ Language of instruction: _____

Please use **one** application form per University or College previously attended.

Current University Original Course code	Current University Original course title	Current University Original hours /credits	Current University Grade earned	Course Syllabus supplied (Yes or No)	Equivalent course at Vesalius College

*If you need more space, please go to the next page.



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