

## **Transfer Students at SLU Madrid**

Saint Louis University does its best to transfer all eligible credits from transfer students' previous institutions. Credit may only be transferred from courses in which the student received a letter grade of C or higher. No pass/no pass credit courses will be transferred.

SLU will accept transfer credit for courses for which we have no equivalent. These courses will transfer as elective credit. They will add to the student's total earned hours, but will not count toward degree credit.

In general, if a student has completed, for example, thirty hours at another institution, SLU will transfer thirty hours to its own curriculum. Students should be aware, however, that this credit may not transfer directly into degree requirements, and should thus consult closely with an academic advisor to be sure that they are aware of how many courses will be left to complete the degree.

Students should note that most transfer students spend a *minimum* of two years here before they are eligible to obtain their degree.

### **Procedures for Transferring to SLU Madrid**

1. Apply to SLU and work with an admissions counselor.
2. Gain admission to the university.
3. Confirm that you plan to attend, and pay the confirmation fee.
4. Contact Academic Advising ([advising-madrid@slu.edu](mailto:advising-madrid@slu.edu)) to begin the transfer credit process.

You will be required to provide the following information:

- a) Course descriptions of all courses completed in which you received a grade of C or higher. Students usually copy/paste these descriptions from their institution's online academic catalog and send them by email. A course catalog or syllabi can also be presented if the student does not have an electronic copy of course descriptions.
- b) Writing samples. In order to give credit for a college writing course, students should submit the final paper from that course. Remember to save your work!
- c) A final transcript, with grades for all semesters completed. (This is usually submitted with your application, but if you apply and are accepted in the middle of a semester, remember to request an additional transcript at the end of the semester when final grades are in.)
- d) Extra information: It is at times necessary to present a course's syllabus, a final exam, or a final paper. This helps you get credit for your courses. Please save any information you feel would be relevant in explaining a course's topic and/or level.

This information will be requested as needed.

5. After your information has been received, it will be reviewed by departmental directors. This process can be lengthy depending on the number of students transferring in a given semester. Once your courses have been reviewed you will be sent a tentative evaluation by email. You should review it thoroughly. If you have questions about how a course has transferred, or how it will fit into your degree program, you may contact Academic Advising ([advising-madrid@slu.edu](mailto:advising-madrid@slu.edu)).
6. After final transcripts are received, the courses will be processed and will appear on your final record at SLU.

\* Students should note that the process can take a good deal of time. If you need your courses transferred in order to proceed with student loans/financial aid, please let the advisor know and remember to send in your information as soon as possible.

**For students who have not yet confirmed, but would like an idea of what courses will transfer:**

If you have not confirmed your attendance, we generally do not review your courses individually. You may look online at SLU's database of articulation agreements:

[http://www.slu.edu/services/emis/apps/articulation/all\\_choose\\_state.php](http://www.slu.edu/services/emis/apps/articulation/all_choose_state.php)

Here you search first by state or territory and then by school. You can see how courses from your institution usually transfer to SLU. This is NOT the final transfer. Individual transfers may vary, but this can be used as a very tentative guide.

If you do not find your school in this database, you may contact Academic Advising ([advising-madrid@slu.edu](mailto:advising-madrid@slu.edu)), but please be aware that priority is given to students who have confirmed their attendance.

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