

TRANSFER CREDIT REQUEST

Student Name: _____

Social Security Number: _____ ID# _____

Start Date: FA WI SP SU Year _____

Program: _____

Admissions Rep: _____

Do you have any post-secondary education? _____ Yes _____ No

Are you requesting Transfer of Credit for any prior college courses? _____ Yes _____ No

If "Yes", please provide The Art Institute of California - San Diego Admissions Office with the official transcripts for all colleges attended. Course descriptions are needed for all courses to be considered for transfer credit.

College(s) attended

_____	_____
_____	_____
_____	_____

To qualify for transfer credit you must provide:

1. OFFICIAL TRANSCRIPTS FROM AN ACCREDITED POST-SECONDARY INSTITUTION.
2. Course description for verification of content.
3. All transfer of credit must be awarded prior to matriculation.

You may be asked to submit a portfolio or other documents to support the transfer of credit. See The Art Institute of California - San Diego catalog for information on the process for evaluation.

Courses must fulfill the following requirements:

1. Courses must be 100 level or above.
2. Courses must have been completed for 3 or more credits.
3. Courses must be comparable in description to The Art Institute of California - San Diego courses.
4. Course grades of C or higher will be considered for acceptance.

List of courses offered by The Art Institute of California - San Diego for which you are requesting transfer credit.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To facilitate the process, your OFFICIAL TRANSCRIPT(s) and course descriptions should be submitted to the Admissions Office within the first five (5) weeks of receipt of your application. **For transfer credits to be considered for acceptance, transcripts and descriptions should be received no later than two (2) weeks prior to the first day of your first quarter.**

- COMPUTER APPLICATIONS PROFICIENCY TEST: Please schedule me for the Computer Applications Proficiency Test. I understand that I must pay a \$100.00 proficiency fee prior to taking the test and **must take the test prior to the first day of my first quarter at The Art Institute of California - San Diego.**

Signature _____

Date: _____