



TRANSFER CREDIT REQUEST FORM

- GENERAL TRANSFER CREDIT INFORMATION IS AVAILABLE IN THE SCHOOL CATALOG
- Evaluation of credit for transfer will not be made until **AFTER** the student has enrolled in the California Institute of Advanced Management.
- Consideration of credit does not guarantee its transfer.
- A maximum of two (2) courses can be transferred in from an accredited school.
- Only courses in which a student earned a "B" grade or better may be transferred.

CiAM will charge \$25 flat, non-refundable fee for transfer credits. Be aware that transcript transmission and evaluation may take several weeks or more.

Print Name: _____ Program: _____

Anticipated Start Date: _____ Local phone: _____

Mailing address: _____

Email: _____

Have you requested an Official Transcript be sent to the CiAM Registrar's Office? YES ___NO___

If not, an official copy must be sent to:

**California Institute of Advanced Management/The Registrar's Office,
1000 S. Fremont Ave, Mailbox #45, Bldg. A10, 4th Floor, Ste. 10402, Alhambra, CA 91803**

Did you receive your Bachelor's Degree from overseas? YES ___NO___

If yes, an evaluation report of your official transcript must be sent to CiAM. Please visit www.naces.org to search professional evaluation services.

FOR STUDENT COMPLETION					OFFICE USE ONLY	
SCHOOL NAME	COURSE NUMBER	COURSE NAME &	CREDITS	GRADE	CiAM EQUIVALENT (COURSE NUMBER)	APPROVAL (YES/NO)

Note: Please attach a detailed description if necessary

OFFICE USE ONLY

COMMENTS:

Dean's Signature: _____ Date: _____