

2020

AMERICAN COLLEGE OF DUBAI

TRANSFER
HANDBOOK

2021





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1.0 VISION AND MISSION

ACD VISION

“To become the region's leading institution of higher education, promoting excellence in teaching and learning, research and innovation, critical thinking and social commitment, to foster dynamic members of a global community.”

ACD MISSION

“The American College of Dubai has a mission to provide quality American higher education that is interdisciplinary, intercultural, and career relevant.

The institution emphasizes the core values of academic excellence, innovation, ethical integrity and multiculturalism.

The institution is committed to the quest for new knowledge and empowerment of faculty and students in research and self-development.



The institution ensures its programs meet the needs of its stakeholders by constant interaction with prospective employers, the local and global communities as well as other international institutions of higher learning.

ACD GOALS

- Present a quality education that enables students to ultimately achieve their educational goals. As part of this objective, the College seeks to ensure that all students can communicate clearly and accurately in English and can use Information Technology as well as library resources in an effective manner.
- Effectively cover the broad-based general education objectives normally associated with US higher education with an emphasis on widening the perspective of the educated individual.
- Provide relevant programs for transfer to other institutions of higher education that enable students to ultimately achieve career success.
- Provide relevant business-related degree programs that enable students to ultimately achieve their career goals in the global economy.



- Undertake individual and collaborative teaching and research initiatives leading to professional development and institutional growth.

2.0 ACD POLICIES SUPPORTING TRANSFER HANDBOOK

Policy	Reference
Transfer Admissions Policy	ST 003 Transfer Admissions Policy and Procedure

3.0 TRANSFER COUNSELING

Transfer counseling assists students wishing to transfer by facilitating a smooth transition to universities and four-year colleges through the following support services:

- Information on transfer requirements;
- Assistance with admission procedures;
- Resources such as catalogues, internet search engines, etc.;
- Transfer manual/handbook;
- Personalized contacts with university/college representatives.



3.1. OBJECTIVES AND GOALS OF TRANSFER COUNSELING

- Ensure effective transfer counseling for all ACD students.
- Maintain close contacts with consulates and universities; arrange visits to ACD to provide students with first-hand information.
- Conclude transfer agreements with international and UAE-based universities.
- Ensure the continuous follow-up of students who transferred to various universities so as to maintain the relevance of ACD's transfer program.
- Review ACD's transfer program and accordingly make recommendations to improve the program.

4.0 COMPLETING A DEGREE OUTSIDE THE UAE

Many ACD students will transfer abroad for degree completion, primarily to institutions in USA, Canada, UK, or Australia/New Zealand and India. This is a highly recommended course of action, since in today's competitive world, a degree provides name recognition and marketability. Well-known institutions can be found in many countries outside the UAE, and



the College will provide counseling and assistance to students to facilitate their choice. Students are advised to pay particular attention to the information in this handbook.

4.1. TRANSFER TO USA AND CANADA

- Universities in USA and Canada are similar in structure and organization despite major differences in funding and approach. USA has a large number of private institutions, some being the most prestigious in the country, such as the Ivy League schools, while Canadian universities are publicly funded and regulated. These differences entails a large variation in cost, admission requirements, and academic standards in contrast to Canada where many of the above are uniform throughout the system.
- If students are contemplating in applying to American universities, they should be aware of the difference in admission standards that may exist. Places in certain private universities can either be readily available or non-existent for transfer students. State universities (publicly funded) may wish to attract overseas students who normally pay more than the resident students. However, government institutions usually have fewer places available for international students, except in the



underutilized areas of their offerings. Students should learn the differences between the transfer admission requirements in various institutions and should apply to more than one university to increase their options—just as US students do during their last year in high school.

- The structure of US and Canadian university education at the undergraduate level is different from what it is in other countries. It starts with entry requirements: British universities insist on “A” levels as a foundation course, while US and Canadian universities accept students after their high school diploma (usually equivalent to eight “O” levels in the British system). However, the normal time to obtain a degree in the UK is three years after ‘A’ levels or a foundation course, in contrast to the four years required after high school for a US or Canadian degree.
- Secondly, there is the timing at which specialization takes place in the curriculum. Whereas most countries insist that students specialize in a chosen field at the beginning of the first year of university, the American and Canadian systems afford more time for them to make up their minds as to what will be the area of concentration for the degree. The first and second years are devoted to general courses where students may experiment in various fields,



such as psychology, economics, business or science. During these first two years, students must take a number of required subjects such as English Composition, Math or History that are often referred to as the “core curriculum.” However, there will be a number of electives which will give them exposure to different disciplines.

- Upon completion of the first two years of university, students must select their major field of concentration, which they usually will do in consultation with a faculty advisor. This means that during the third and fourth years, they will concentrate on a selected discipline such as communications, business, economics, etc. and upon the completion of the required subjects, (usually after the fourth year), they will receive a Bachelor of Arts or Bachelor of Science degree from the university with a major in one particular field of study. During the last two years of study, some elective courses will still be available, although the number of required courses in their major field will take up most of their time.
- This approach is in contrast to the system in most countries, including the UK and Australia, but it offers the advantage of being able to experiment and being able to investigate many



different disciplines while developing a well-rounded background in the arts and sciences. The decision as to specialization will be delayed until students have had adequate time to develop their field of interest to achieve their goals. It should be noted that certain specialties such as technology or engineering will be offered as elective subjects to the incoming students. They may thus be required to specialize at the beginning of the second year of study.

- A final and equally important feature of the American and Canadian system is the ability to transfer credits from one institution to another at any point during the first three years of study, as long as the student completes the final requirements for the degree at the degree-granting institution after at least one year of residence. This transfer option is another example of the flexibility of the system. Consequently, when the student is often inadvertently halted in his/her university career through a change in interest or place of residence, the student is able to continue the course for degree completion without losing time and previous effort. It is also particularly advantageous for students wishing to transfer to the American educational system after doing



courses of study in other countries, since the work completed in other countries can normally be transferred into credits leading to a degree in American institutions.

4.2. TRANSFERRING CREDITS

- Students planning to transfer from ACD to universities in USA and Canada should report to the transfer counselor at least six months in advance of their planned departure.
- Remedial courses in English and Math will usually not be credited for transfer to universities abroad. Pre-Calculus and Basic Programming are considered remedial subjects for Engineering students. However, students must understand that doing a remedial course in the subject in which they are weak is of vital importance academically. If they do not master the basic principles of the subject, they will not be able to make it through college. Students need a solid knowledge of Math and English for both Business and Engineering majors.
- In addition, some subjects taken at the College, which are not directly related to the field of specialization, may not be credited for transfer. Each university's curriculum is different, and the subjects taken must fit the university's curriculum.



If it does not, students may not receive credit. The college often selects a general or generic program for students because it does not know which university they will ultimately be attending later. Sometimes this leads to choosing subjects that are not included in the curriculum of any particular university. For this reason, the College always recommends that they apply to more than two universities so as to broaden their transfer prospects.

- Any grade below “C” (70%) in a subject will usually not be credited for transfer to an overseas institution. In some cases, it would be advisable to repeat this subject at American College of Dubai before transferring.
- Students should not choose advanced courses in their specialization during the first two years because the first two years are reserved for general education requirements in most US universities. Many universities in these countries will not accept as transfer those advanced courses done during this period. So if they are planning to transfer after two years, they should concentrate mostly on the general educational requirements. However, different universities may have slightly different general education requirements. The credits that have been completed at the College may satisfy the



requirements of one university but not other universities. For this reason, they should apply to a number of universities and transfer to one that will accept all or most of their credits, or they can decide early on which university they plan to attend and choose the subjects according to its requirements.

- Once the students are in USA, Canada or the UK, they can talk to their admission advisor and seek advice on the transfer of any residual credits. The student can give to the advisor a copy of the course outlines and the name of the textbooks used. If a course does not fit their curriculum, the student can remind the advisor that it might transfer as an elective.
- Students should keep the course outlines provided by instructors at the beginning of every semester for every subject taken. These course outlines will become extremely handy as universities often use them to evaluate the academic content and the rigor of the subjects taken.



4.3. WHERE CAN I TRANSFER?

4.3.1. USA & CANADA

Most US and Canadian universities, apart from the most elite and established universities, accept transfer students who have completed credits elsewhere.

In fact, the transfer of credits from a lower division college to a degree granting four-year institution is a pattern in US and Canadian education. Similarly, the British system is increasingly open to transfer with the stipulation mentioned. Hence, there is a wide range of institutions available to transfer students from all over the globe.

In recent years, students from ACD have transferred to the following institutions in USA and Canada. It should be emphasized that they are not limited to this list. If they have other institutions in mind, they can check at the Transfer Counseling Office for more information.

4.3.2. US Universities to which ACD students have transferred:-

1. University of Texas at Arlington
2. Mississippi State University
3. Indiana University at Bloomington



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4. West Virginia University
5. University of South Florida
6. San Francisco State University
7. Virginia Polytech Institute
8. Ohio State University
9. University of Central Oklahoma
10. Northern Illinois University
11. University of Oklahoma
12. University of Houston
13. California State University
14. New Jersey Institute of Technology
15. University of Missouri
16. Rutgers, The State University of New Jersey
17. Suffolk University (Massachusetts)
18. University of Nebraska at Lincoln
19. University of Oregon



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20. Iowa State University, Ames
21. University of Alabama at Birmingham
22. Eastern Connecticut State University
23. Babson College, Massachusetts
24. University of Toledo (Ohio)
25. University of New Mexico
26. De Paul University (Illinois)
27. Illinois Institute of Technology
28. Northern Michigan University
29. Purdue University (Indiana)
30. University of Kentucky
31. Florida Atlantic University
32. Florida State University
33. Texas A & M University
34. James Madison University (Virginia)
35. SUNY Buffalo (NY)



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36. Arkansas State University
37. City University (Washington State)
38. Montana State University
39. Oklahoma State University
40. The University of Kansas
41. University of North Texas
42. Western Michigan University
43. South East Missouri State University
44. Louisiana Tech University
45. University of Minnesota
46. Bentley College (Massachusetts)
47. Embry- Riddle Aeronautical University
(Florida)
48. University of Georgia
49. University of Maryland
50. University of New Orleans (Louisiana)
51. University of Evansville (Indiana)



52. De Paul University (Indiana)
53. Drury University
54. Plattsburgh State University of New York
55. Stephen F. Austin State University
56. Colorado State University

4.3.3. List of Canadian Universities to which students have transferred

1. University of Toronto
2. York University
3. Concordia University
4. University of Victoria
5. University of New Brunswick
6. University College of the Fraser Valley
7. University of Windsor
8. Western Ontario
9. University of British Columbia
10. Mac Master University



11. St. Mary's University

4.4. WHERE ELSE CAN I TRANSFER?

British universities differ greatly from those in Canada and United States and those of Ireland, Australia and New Zealand, all of which are modeled on the British pattern. From the point of view of transferring, it is critical to remember that these universities offer a degree after three years of specialization following admission with the requisite “A” levels as a foundation course. For students coming from the American system, this means that they can transfer to these institutions only after their first or second year; transfer will be difficult at any other point in time.

British, Irish, Australian, New Zealand universities will view the US freshman year as the equivalent of “A” level – their basic requirement for admission. Since specialization begins early in the course of study, they will accept only those subjects completed in the second year of the U.S. system as equivalent to the first year of a normal three-year honors degree program. In short, if a student transfers to a British university after one year at ACD, he/she will enter the first year of a three-year program. If he/she completes two years with ACD, he/she will enter a British university as a second year student with two more specialized years to complete before being eligible to graduate. Credit by credit, module by



module will not be evaluated towards the degree; only blocs of work done on a yearly basis with good examination results will be acceptable for transfer in the degree curriculum.

The above should not cause the student at ACD any significant problems. It simply means that the student must plan the transfer only at the end of the freshman or sophomore year.

The College has agreements with a growing number of British-style universities in the UK, Australia and New Zealand that will welcome applications for transfer. Students should see the Transfer Counseling office for an updated list. Many of these agreements specify the number of credits that can be transferred as well as the conditions which may apply.

4.4.1. List of Irish & British Universities to which students have transferred

1. Middlesex University
2. Regents College
3. Richmond University
4. The British American College, London
5. The University of Greenwich
6. Griffith College Dublin - Ireland



4.4.2. List of Australian Universities to which students have transferred

1. University of New Castle
2. Melbourne Institute of Technology
3. University of Canberra
4. Deakin University
5. Edith Cowan University
6. Griffith University

4.5. CHOOSING A UNIVERSITY FOR TRANSFER

Choosing a university overseas is difficult because unlike overseas domiciled students, one does not get the chance to visit the potential choices. The result is a reliance on the advice of friends or the promotional materials of the institution.

This is hardly a good way to proceed because one should not choose a university because of friends and their advice. Instead, students should choose the university that is good for them, meeting their own specific requirements which are unique to them.

The most important consideration will be their academic goals. Which university offers a degree in their field of interest? How long is the course? What



value is the degree to their plans? Does the university help them find employment?

Students should remember that the US News and World Report has an excellent search engine for American universities. Other services are also available on the net and in college guides. The following guidelines must be kept in mind in considering the choices:

- Apart from the academic objectives and budget, an important factor in choosing a university is its size. Big public or state universities have large class sizes that can reach up to 500 students per class at the freshmen level. This means that students are not going to get personal attention. If they are not comfortable in such an environment, then they can choose a university that offers small class sizes. In general, private universities give more personal attention than state universities but are more expensive.
- Location is a key factor. Big cities are more expensive and may lack a campus environment. On the other hand, they may offer more job opportunities for the students. As to region, the East and Midwest in USA are more expensive than the South and the West in USA (excluding California).



- Students are going as transfer students, so the GPA is an important consideration, as different universities have different requirements, even within the various units of the university. For example, the University of Indiana (Bloomington) requires a 2.00 GPA for the Arts and Science College, but requires a 3.6 GPA for the Business School. If the student has already done 60 credits at ACD and plans to major in Business, he/she needs to go directly to the Business School and not to the College of Arts and Sciences. So if the GPA is below 3.6, he/she cannot apply.
- The key is that students should not apply to a university that requires a higher GPA than what are on their transcript at ACD. If they think that the GPA can be improved, they should wait until this is reflected on their transcript before applying to the University of their choice.
- At this point, students should short-list some four-to-five universities. Obviously, they will be influenced by a host of factors. Cost, location, ranking, GPA, and student support services. The most important of all is to meet with the transfer counselor, together with their parents, to discuss transfer procedures. In the end, it will come down to three options if they have approached the issue correctly.



4.6. HOW TO APPLY

Applying for admission as a freshman or a transfer student is a different process. A transfer student will normally be required to submit only his or her university records to date. In many ways, it is much easier to apply as a transferee although the university will normally stipulate that he/she must have completed some 45 credits before being considered as a transfer student. One must make sure to familiarize with the requirements before making the application.

- ✓ Prepare for transfer eight months in advance. If one wants to transfer in August, he/she should start in December/January.
- ✓ Download the application of the universities from the Net. Make sure to download the international application. Some universities have separate applications for transfer students. Be sure to download the correct form.
- ✓ Fill it up in pencil. Mark the questions that one cannot answer. Bring all applications to the transfer counselor to ask him or her about any question one cannot answer. Some may not apply, others may. Be sure to include all pertinent information.



- ✓ Fill the application on line and pay the application fee by credit card. This is the easiest and fastest way.
- ✓ Order the transcripts three months before the deadline for admission. Some universities have early deadlines. Honor these dates.

A student can order an updated transcript for the semesters finished before going abroad, but the university will make its initial decision regarding admission on the basis of the transcript sent with the application. The updated transcript will be used for the transfer of the rest of the credits, and in some cases to support the admission decision.

The student should make sure that the name on the application is the same as the one on the transcript, IELTS score sheet, and any other document to be sent to the university. When a student sends an application to a university, this university opens a file for the student. This file carries the family name and will be filed by the institution in alphabetical order. The transcript will be mailed directly to the universities the student has chosen. Once the universities receive it, they will place the transcript in the student's file. If the family name is different in the file from the one on the transcript, it will never reach the student's file, and it will remain pending.



4.6.1. WHAT DOCUMENTS ARE REQUIRED?

The documents that will be submitted to the three or four universities chosen are the following:

Check list:

A completed application with every question answered. If the question does not apply to your case, write “N/A”.

- ✓ Application fee (Draft/Charge Credit Card online on a secure server).
- ✓ High School records (O Levels/12th Grade results for Pakistani and Indian system).
- ✓ Transcripts (order the transcript 10 weeks before deadline).
- ✓ IELTS score (usually should be above 218 for computer based, above 80 for IBT and above 550 for paper test).
- ✓ SAT Score (especially for engineering students)
- ✓ Bank Letter stating an amount that exceeds the annual fees of the university. Bank letters are only valid for 6 months.
- ✓ Health Certificate



- ✓ Cover Letter
- ✓ Essay (sometimes a student can use one of the better English Composition essays)
- ✓ Two letters of recommendation from the instructors

4.7. APPLYING FOR A VISA

This is one of the most important parts of the application procedure. Once the student is accepted at a university, he/she will receive a form from the university that will enable him/her to apply for a student visa at the local Consulate.

When applying for the visa, a student will need the form and:

- ✓ The transcripts listing the academic courses to date
- ✓ High School Record
- ✓ IELTS Report (a must for all international students regardless of whether the university requires it or not)
- ✓ SAT Report. Some universities do not require this from overseas students but the Consular Officer may want it



- ✓ Statement of the bank account of the student's sponsor (mother or father usually) showing the maximum amount of money available for the study abroad. This should be equal to the amount designated by the university the student has chosen.

4.7.1. HELPFUL TIPS FOR THE VISA

The interview is one important factor. Students can be rejected for the following reasons:

- ✓ Low GPA
- ✓ Poor university choice
- ✓ Insufficient funds
- ✓ NO IELTS score
- ✓ Poor presentation
- ✓ No ties to the UAE or home country

Note: Increasingly, the Consular Officers are asking for SAT results as an indicator of academic success in USA. It is a good idea to take this test and achieve a good score.



4.8. USE OF ACADEMIC COUNSELORS/AGENTS

1. As some may already know, there are a number of academic advisors/counselors operating in the UAE. These counselors offer their services to assist students with selecting a college/university, preparing the application for admission and completing the student visa formalities with the appropriate embassy or consulate.
2. While some of these advisors/counselors are perfectly legitimate – others have proven themselves to be far from ethical. In that regard, ACD cautions all students to be extremely careful when choosing to use the services of an advisor/counselor. Specific points to consider are:
 - A. Non-government entity cannot guarantee to favorably impact the outcome of an embassy/consulate student visa decision. The criterion for issuing a student visa is well-known and most of the key embassies/consulates visit ACD to brief students on the requirements. Students should be wary of any advisor/counselor who “guarantees” a student visa.
 - Specifically ask the advisor/counselor if he/she is receiving a commission from the institution(s) to



which one applies. If there is a commission involved, the advisor/counselor may be more interested in steering the student towards the commission-paying institution as opposed to a college/university more suitable for the student's goals and personal situation. Students should be particularly wary of advisors/counselors that charge both the student and the university.

- Insist on seeing some sort of trade license that authorizes the agent/counselor to conduct educational advisory business in the UAE.
 - If a student opts to use a counselor/advisor, he/she should personally prepare and send any payments to colleges or universities. He/she should not provide funds directly to the advisor/counselor (except for drafts made out to a specific college/university) other than to pay for direct charges the counselor assesses for specific/identified services.
3. ACD provides – at no extra charge – all possible assistance with transfer. Additionally, several universities have offices in the UAE. Various embassies/consulates, as well as the British Council have specific information sections designed to assist international students. It is recommended to use the ACD transfer support service, visit a



consulate/embassy, or work through the offices controlled by specific universities. However, if one decides to use an outside counselor/advisor, one is advised to take the precautions discussed above.

4.9. SAT PROGRAM

As mentioned above, the SAT, even while it is being de-emphasized in certain areas of USA, is growing in importance in the Middle East for those students requiring a visa to study in USA. It is one among several indicators to the Consular Officer who issues visas, as to the eventual success of the applicant in his /her studies at an American/Canadian University.

Accordingly, the College strongly recommends that its transfer students prepare for the SAT examination, which is conducted in Dubai several times a year.

More information on the SAT is available at the Transfer Counseling Centre.

4.10. ACD IELTS PROGRAM

ACD is a designated IELTS test center under the purview of IDP. Students can accomplish all registration formalities and take the exam on the ACD campus.



4.11. INFORMATION FOR STUDENTS ON CAMPUS HOUSING

4.11.1. ON CAMPUS HOUSING

In some cases, separate residence halls are provided for men and for women, while in other cases, the residence halls are “co-ed”, that is, men and women live in the same housing unit but do not share rooms. Usually, two students share a room; single rooms are scarce. Generally, rooms have a bed, a desk, a chair, a closet and sometimes draperies. Students must provide bed linen, draperies, decorations and accessories. Contracts for residence halls usually cover the entire academic year. Often, one must pay non-refundable fees in full at the beginning of the year so he/she will need to have a large portion of the funds available immediately on arrival if he/she has not already paid for the residence along with the admission cost. “Room and board” contracts cover the cost of housing as well as specified number of meals in the campus dining hall or cafeteria.

4.11.2. OFF-CAMPUS HOUSING

If a student chooses to live off-campus, he/she will probably have to wait until after he/she arrives to arrange the housing. The International Student’s office may be able to help in locating housing, but it is wise to take this responsibility themselves. Some



cities have an apartment locator service that charges a fee for locating apartments with some specifications.

Options include single rented rooms, with or without kitchens; rooms in “boarding houses” with meals provided at extra cost; shared houses for rent; and furnished and unfurnished rented apartments. “Furnished” in the United States means that basic furniture and sometimes floor coverings and draperies are provided. Bed linen, towels, kitchen equipment and dishes are not provided. Public transportation may be scarce. If a student needs a car to get to campus, costs will increase dramatically.

4.11.3. LIVING WITH A FAMILY

The ease of arranging home stays with families varies from location to location. If this service is available, the cost is usually about the same as that of a rented private room with meals. The International Student Service Officer can sometimes offer information added about home stays. In USA, the Experiment in International Living is one of a number of organizations that sponsor group programs and one-month home stays for students who would like to live with an American family before beginning their studies.



4.12. JOB OPPORTUNITIES

Many students take up part-time jobs in the host countries to supplement their college expenses. Upon graduation, others take up full-time employment under US Immigration Laws in order to obtain the work experience necessary to qualify for admission to advanced university degrees. Hence, the prospects for job opportunities become an important factor in choosing the university.

Students are normally not allowed to work fulltime while attending university. Some part-time jobs are legal, depending on the number of hours worked per week. Other jobs for international students are available on campus. One should inquire at the international student's office for exact details in regard to part-time jobs.

Students should remember that working through college in USA is a very American idea. One will find that many of his/her US classmates hold full or part-time jobs. This is considered a plus when a student compiles his CV and enters the job market after receiving his degree.





5.0 POST-TRANSFER QUESTIONNAIRE

Date:

Greetings,

The American College is developing a database of former students who have transferred over the years to colleges and universities in the United States of America, Canada, UK, Australia and India.

We would very much appreciate it if you would send us information about yourself in the form attached.

You are invited to visit your alma mater now called the American College of Dubai on your next trip to Dubai.

We hope to hear from you soon.

All the best,

Registrar
email: christine.mascahenas@acd.ae



AMERICAN COLLEGE OF DUBAI



American College of Dubai

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Email: info@acd.ae

Purpose: To assist the American College of Dubai in evaluating and re-assessing its transfer programs.

Instructions: Please complete this questionnaire and mail it back or return as an e-mail attachment to the attention of the Registrar.

We would like to know how you are faring academically in the USA or elsewhere and your input will assist us in upgrading the program for current and future students of the American College of Dubai.

1. Name:

2. Student ID No.

3. No. of semesters



completed at the ACD:

4. No. of credits
completed at ACD:

5. Cumulative GPA at
ACD:

6. Full Name and address
of University/College
Transferred to:

7. GPA at the new
University / College:

8. Major

9. Number of credits
transferred/accepted

10. Number of credits not
transferred/accepted:



If your credits were not transferred, please indicate the reasons by checking the box/es below:

- A Lack of remedial courses
- Grade less than C
- Course content does not match the requirements
- Courses transferred but could not be used towards to your degree

11. Explanation:

Other Reason/s(elaborate):

Do you have any recommendations to improve ACD's transfer program?

Thank you for your time and input!



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CREDIT TRANSFER ACCEPTANCE FORM

Student
Name:

Student ID:

Program:

Course
Code:

Year:

Date:

Dear _____,

Congratulations!

I am pleased to inform you that you have been accepted to the American College of Dubai _____ degree program for the _____ Semester



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_____. Upon review of the course outlines submitted on _____ (at least 10 days prior to the start of the semester at ACD) and your grades by our program Deans, we are pleased to inform you that the following subject and credits have been accepted for transfer from _____
 __College/University into _____Program based on the course outlines submitted by you from your prior University/College/Institution.

S.No	Name or Previous College/University	Course Code accepted for transfer	ACD Equivalent Course Code	Grades	Credits
1					
2					
3					
4					
5					



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6					
7					
8					
9					
10					
11					
12					
13					

**Course Transfer
Committee Approval**

**Approval by
Registrar**

Department Head:

**Ms. Christine
Mascarenhas**

**1. Faculty
Expert 1:**

**2. Faculty
Expert 2:**



AMERICAN COLLEGE OF DUBAI



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