REGULATIONS FOR THE REQUEST OF CREDIT TRANSFER

- Students must list the subject(s) for which they wish to obtain credit transfer in the application form.

- A copy of the following documents, using a PDF format for text and JPEG/PG/PNG for images, must be attached to the application <u>in a single file in .ZIP format.</u> (only applications including the documents listed below will be processed):

  - A scan or photograph of the Academic Transcript (Certificado Académico Personal) listing the credits obtained.
  - A photocopy of the syllabus of the subjects to be transferred, stamped by the home university.

Once the application has been assessed by the Vice-Deanship, students will be contacted, informed of the resolution and, if applicable, handed a list of the subjects to be transferred.