

GUIDANCE FOR FLA TRANSFER STUDENTS

The Center for Academic Affairs will hold a guidance session to inform you of the necessary procedures to transfer credits to Sophia. **All newly admitted FLA transfer students are required to attend.**

Date: April 2 (Tue) 3:30 pm ~

Place: Center for Academic Affairs (Bldg. 2, 1st Floor)

Necessary documents to bring

1) Official Transcript from your pervious university

An official transcript is needed to transfer credits. You will need another transcript even if you have submitted one at the time of application or after, to our Admissions Office. Please make sure that all the courses you would like to transfer are listed. No photocopies allowed and it will not be returned.

2) Syllabus or course descriptions of the courses you want to transfer

3) Course schedule of each course (i.e. the number of lecture hours, the class day and time - the information may be on the syllabus, or on your course registration screen or timetable.)

Note that in principle, courses taught online cannot be transferred. However, special measures will be taken for courses taken during COVID-19 pandemic, under the condition that course schedules are clearly specified and can be calculated.

4) Academic Calendar of your previous university

**Those who studied only at a Japanese university can omit the documents 3) and 4)*