

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 (Wed) 10:00 - 11:00 AM

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

Necessary documents

1) Official Transcript from your pervious university

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

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

3) Class 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.)

Online taught courses can be transferred, however, note that submission of class schedule is required. Courses without scheduled classes cannot be transferred.

4) Academic Calendar of your previous university

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