

Application for the Transfer of International Credit

If an international candidate wishes to transfer credit to Lindenwood from an overseas school, the applicant must submit, along with all documentation required for international application, official transcripts from the international university attended to the Office of International Students and Scholars. The transcripts must be in their original language and must be accompanied by a certified English translation, provided by the student, and a *course-by-course evaluation* performed by World Evaluation Services (WES).

Students must request a course-by-course evaluation (not a document-by-document evaluation) in order to transfer credit to Lindenwood for particular coursework. No application for the transfer of international credit will be complete until the WES evaluation is provided. Applicants should list Lindenwood University as the recipient of the evaluation. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy of the evaluation for his/her records. The transcript translation documents will not be returned to the student. The transcript and the translation will become part of the student's official file at Lindenwood University. If the applicant intends to transfer credits into an undergraduate program, the initial cost for the evaluation will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded (up to \$160 if the applicant provides the WES payment receipt to the Office of International Students and Scholars.) For more information about transcript evaluation, contact WES at www.wes.org.

Note: Transfer evaluation companies other than WES are not accepted by the University, and the use of such companies will result in non-acceptance of transfer credit.