



# Credit Transfer for Newly Admitted Transfer Students

Newly admitted transfer (second or third year) students must submit the documents listed below in order for the administration to best determine the transfer of credits from previously attended colleges or universities. Credits transferred from such institutions may be counted toward their degree at Tokyo International University (TIU).

If you wish to have your credits transferred, please carefully read the guidelines and instructions below and submit all necessary documents to the E-Track Academic Affairs Office by the deadline.

## **General Guidelines**

- Credits obtained from another university may be transferred toward your BA degree at TIU.
- As a general rule, a student who has been admitted as a **second year transfer student** will have up to 36 credits earned at another university, junior college, etc., transferred to TIU. A student who has been admitted as a **third year transfer student** will have up to 62 credits transferred to TIU.
- Some courses from your current or previous institution may be eligible to transfer directly as TIU courses, if the course contents and credit hours match. Direct transfer credits are determined by the administration after careful examination of all documents listed below, under "Required Documents." Kindly ensure you submit the most updated documents.
- Decisions on which credits and how many credits can be transferred are made on an individual basis by the School to which you belong at TIU.
- Transfer credits will not be calculated into the cumulative grade point average (GPA) at TIU.

## **Instructions**

### **1. Required documents**

Please submit all four documents below.

#### **(A) Official stamped transcripts**

Copies are not acceptable. Transcripts printed in languages other than English or Japanese should be translated into English and certified by the university you attended or an official agency such as an embassy or consulate. In certain cases, if your official transcripts will not be accessible by the deadline, listed below, you may submit *unofficial* transcripts (with grades). If you will submit unofficial transcripts pending the availability of your *official* transcripts, kindly inform us about this by e-mail.

#### **(B) Grading Criteria**

This should define the grades and explain their numerical values and equivalents. If it is written on your transcript, you do not need to submit it. If there is no such explanation, please show us whether your grade points are a pass or a fail.

**(C) Course Descriptions**

This should contain information on the content of each course. You may submit the course syllabus instead.

**(D) Descriptions Stating “Definition of the Credit Hour”**

This should contain information on the total class hours for each course. “Direct faculty instruction” and “out-of-class student work” can be included in these hours.

**Note:**

- As for (B), (C) and (D), descriptions written in languages other than English or Japanese should be translated into English.
- As for (B), (C) and (D), please refer to “Examples of documents for credit transfer”

**2. How to submit:**

Please submit your transcript (A, above) by mail to the address below. The other documents (B, C & D, above) may be submitted either by e-mail or mail.

**Note:**

- If the materials are written documents, please send us a copy of them. Transcripts must be originals.
- If the materials are on a website, please send us the site address. Alternatively, you can send us a copy of the web page with the relevant descriptions underlined or highlighted.
- If the materials are included in a comprehensive document, such as a Course Calendar, that covers all the university’s degree and program requirements, course descriptions, and rules and regulations, please show us where the descriptions concerned are, or send us a copy of the pages concerned.

**3. Where to submit:**

E-mail: [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)

Address: E-Track Academic Affairs

Office

Tokyo International University  
1-13-1 Matobakita, Kawagoe, Saitama  
350-1197 JAPAN

**4. Deadline:**

**July 9, 2021**

If you have any questions regarding credit transfer, please contact the E-Track Academic Affairs Office at [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp).

E-Track Academic Affairs Office  
Tokyo International University

## Examples of documents for credit transfer

Below are examples of documents that can be submitted for credit transfer. We ask you to gather information from the guidebook or website of your previous university.

### **(B) Grading Criteria:**

Notation	Score	Pass/Fail
A	96-100	Pass
A <sup>-</sup>	92-95	
B <sup>+</sup>	88-91	
B	84-87	
B <sup>-</sup>	80-83	
C <sup>+</sup>	76-79	
C	72-75	
C <sup>-</sup>	68-71	
D <sup>+</sup>	64-67	
D	60-63	
*	Approved Credits	
F	0-59	Fail

### **(C) Course Description:**

#### **Academic Composition I**

This course provides students the opportunity to develop their essay writing skills as well as their language skills. The focus of this course lies in the concept that students will learn to become better writers by learning to become better editors of their own essays and of their peers' essays. By the end of the course, the student will write four original essays (process analysis, comparison, cause-effect, and argumentative), and have a solid foundation in academic writing.

### **(D) Definition of the Credit Hour:**

Course	Total class time (in class)	Study time (outside class)	Credits
Lecture	1 class (2 hrs)/week x 15 weeks	4 hrs/week x 15 weeks	Total 6 hrs/week × 15 weeks / 45 hrs = 2 credits
Foreign language	1 class (2 hrs)/week x 15 weeks	1 hr/week x 15 weeks	Total 3 hrs/week × 15 weeks / 45 hrs = 1 credit
Physical exercise and laboratory classes	1 class (2 hrs)/week x 15 weeks	/	Total 2 hrs/week × 15 weeks / 30 hrs = 1 credit
	* For physical exercise and laboratory classes, students earn 1 credit for every 30 course hours		

Note 1) On the actual schedule, each period lasts 90 minutes, but in the credit system, each period corresponds to 2 hours.

Note 2) Undergraduate thesis is evaluated based on whether it satisfies the applicable learning requirements. Successful completion of the undergraduate thesis is awarded 4 credits.