

# EVANGELICAL SEMINARY OF SOUTHERN AFRICA

*Transfer of credits from other institutions*



All students applying for credit transfers must complete this form and submit it to the Registrar.

Name  Date

Institute where previous studies completed

Have you supplied us with a copy of your previous transcript?  (If not, you MUST attach one now)

**Which ESSA courses are you applying to receive credit for?**

Code	Course Name	Code	Name

## PLEASE READ THE FOLLOWING VERY CAREFULLY

1. By law we may not award you credit for more than half of your degree/diploma at ESSA. (No more than 192 credits for LTh and BTh; No more than 152 credits for a diploma).
2. Credit will not usually be given for 3<sup>rd</sup> year ESSA courses.
3. Make sure that the credits you are applying for are for subjects that fall within your track.
4. The main factors that the Academic Board will consider in deciding whether or not you will be awarded credit for an ESSA course are:
  - a) the academic standard of your previous college (accreditation level)
  - b) the level at which you completed your previous course (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year) compared to the level of the ESSA course
  - c) the marks that you have received during your first (or subsequent) modules at ESSA. (These are used as a guideline when we do not have sufficient information about your previous college).

This form will be considered by the Academic Board and you will be contacted shortly. In some circumstances, we may require more information or may need to schedule informal interviews with lecturers before a final decision can be made.

**PLEASE DO NOT TAKE FOR GRANTED THAT BECAUSE YOU HAVE COMPLETED A COURSE AT ANOTHER INSTITUTION THAT YOU WILL AUTOMATICALLY BE GIVEN CREDIT AT ESSA. UNTIL YOU HAVE RECEIVED OFFICIAL NOTIFICATION FROM THE REGISTRAR THAT CREDIT HAS BEEN AWARDED FOR A COURSE, YOU ARE STILL REQUIRED TO COMPLETE ALL COURSES AS PER YOUR TRACK REQUIREMENTS.**