

Business Administration Department Transfer Policy

AUCA students seeking to transfer into the Business Administration Department from other departments or programs will be accepted only if they meet the following requirements.

What are the Requirements?

- **Cumulative GPA Requirement:** A Grade Point Average (GPA) of 3.3 – 3.5 (case by case basis), 3.5 or higher at the time of transfer.
- **Math Requirement** (complete at least one of the following courses with a “B” or better):
 - MAT132 - Math for Business and Economics I, **or**
 - MAT128 - Introduction to Contemporary Math I, **or**
 - AUCA Math Entrance Examination Score of 50 (for those students who have not taken MAT132 or MAT128)*
- **English Language:** A score of 520 on the AUCA English Language Entrance Examination*, **or** completion of First Year Seminar I and II with at least a “B”.

*Math and English Examination tests must have been taken within the last year.

How to Apply?

Students should submit the following:

- Application Letter requesting transfer stating reasons and career goals.
- Cover sheet with signature from Department Chair of your current program
- Latest AUCA Transcript
- One Letter of Recommendation from one of your professors

Application package must be received by the BA Department in (Room 210) following completion of the spring semester for consideration.

A final decision on acceptance into the Business Administration department will be made on or before 30 June of the current academic year. Students meeting the minimum academic requirements are not guaranteed to be accepted into the Business Administration department. The number of available positions within the BA department will vary from year to year. The department cannot admit more students to the program than the allocated number of students as stated by the university.

Saikal Anvar kyzy
Chair of Business Administration
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