



SEBA

**SCHOOL OF ENTREPRENEURSHIP &
BUSINESS ADMINISTRATION**

Business Administration Program

Internal Transfer Policy

Last Updated: December 2020



Overview

Students are eligible to apply for a departmental transfer after the first successful year of study. However, please note that, in order to [transferring within AUCA](#), students must meet all admissions requirements for the chosen major department, and receive permission from both Department Chairs. [Admissions](#) exam results from the previous program may be sufficient if exams are comparable between the programs. Otherwise, if admission exam scores do not satisfy the requirement of the chosen major, the student must retake the admission exam(s) along with prospective students. If a student has taken an advanced math course and received a “B+” grade or above, the chair of the chosen major may count the grade as an entrance exam score. Entrance requirement waivers must be approved by the Program Chair and the Vice President for Academic Affairs/Chief Operating Officer. Moreover, the number of transfers allowed each year within specific departments may be limited based on the enrollment restrictions set by the Ministry of Education and Sciences of the Kyrgyz Republic.

General Requirements

Although students are not permitted to transfer departments until the second year at AUCA, they are encouraged to start working on proposed major coursework during the second semester of the first year. Students must take a required introductory course from the chosen Major and receive a grade no lower than a “B+”. Students need to be advised about the impact of switching majors (especially in terms of time necessary to complete the degree and any changes in [Financial Aid](#) that may occur if students transfer departments). Each program is responsible for specifying its departmental transfer standards and deadlines for transfer applications – please visit the [SEBA web-site](#) for further information.

Specific Requirements

Each department has the authority to specify additional selection criteria required for transfer. AUCA students seeking to transfer into the Business Administration Program from other departments or programs will be accepted only if they meet the following requirements:

- **GPA Requirement:** Cumulative GPA of 3.3 or higher at the time of transfer.
- **Mathematics Requirement:** complete at least one of the following courses with a “B” or above:
 - **MAT132** Mathematics for Business and Economics I, or
 - **MAT128** Introduction to Contemporary Mathematics I, or
 - AUCA Math Entrance Examination Score of 50 (for those students who have not taken MAT132 or MAT128)*
- **English Language Requirement:** 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.

Transfer Procedures

To transfer to the Business Administration Program, the students should submit the following:

- Cover Letter, requesting transfer and stating reasons and career goals;
- [Application for Internal Department Transfer](#) signed by the Department Chairs, which is available at the Shared Service Center;
- Latest AUCA Transcript;
- Recommendation Letter from one of AUCA professors.

Application package must be received by the BA Office (Room 210) in **May** following completion of the spring semester for consideration by the SEBA Chair. A final decision on acceptance into the Business Administration Program 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 Program. The number of available places within the BBA Program will vary from year to year. The Chair of SEBA cannot admit more students to the program than the allocated number of students as stated by the University.

Note: All departmental transfers to the BBA Program must be initiated in May prior to the start of the next academic year, but no later the completion of the second year of study.



**American University
of Central Asia**

Registrar's Office/Shared Service Center

7/6 Aaly Tokombaev, 720060,
Bishkek, Kyrgyzstan
ИНН 01407199310022 | 999 УККН
www.auca.kg

Chyngyz Shamshiev _____
Vice President/ Chief Operating Officer

Nurgul Ukueva _____
Vice President for Academic Affairs

Application for Internal Department transfer

I request permission to transfer from “ _____ ” program to “ _____ ” program starting from spring / fall semester (please circle appropriate semester) of 20 _____ .

*Students are eligible to apply for a departmental transfer after the successful completion of first year of study.

Initiator:

№	Student's Name	Student's ID	Program	Year of study	GPA (overall)	Earned credits	Signature	Date
1.								

Approved by:

№	Name	Position	Signature	Date
1.		Chair of primary major program		
2.		Chair of new major program		
3.		Head of Registrar's Office		
4.		Senior Accountant		
5.		Head of Financial Aid office		
6.		Head of Admission's Office		

Received by:

№	Name	Position	Signature	Date
1.		SSC		