



Transfer Credit Policy

VERSION 4.0

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INTERNAL



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Version History

Version	Description of change	Modified by	Modified on
1.0	Issue initial version	Dang Thanh Nga	09 December 2021
1.1	Update and add new: IV. Procedures A. General Guidelines B. Pre-matriculation transfer credits C. Post-matriculation transfer credits D. Transfer Credit Evaluation by SME E. AP/IB V. Responsibilities	Dang Thanh Nga	18 March 2022
2.0	The official release, reviewed by the Acting Dean of UG Studies (Dr. Linh Tran), endorsed by the Director of Student Life	Dang Thanh Nga	15 April 2022
2.1	Update document version control. III. Definitions: Update the definition of admitted students, subject matter expert (SME). IV. Procedures: Update the following parts: A. General Guidelines: Add the original grade of the transfer course to be displayed on the student's transcript of record. C. Post-matriculation Transfer Credits: Update the transfer credits counted toward major or minor requirements. F. Advanced Placement (AP) and International Baccalaureate (IB): Remove the maximum credits granted toward the UG program.	Dang Thanh Nga	11 July 2023
3.0	Final version	Dang Thanh Nga	24 August 2023
4.0	Update on: 3. Definitions: Credits attempted, Credits Earned, Subject Matter Expert, and Intend-to-Enroll Students. 4.1. General Guidelines 4.2. Pre-matriculation transfer credits 4.3. Post-matriculation transfer credits 4.7. Appeal 5. Responsibilities Revise: - Appendix 1: Application for Credit Transfer form - Transfer Credit Flow Add new: - Appendix 3: Student Appeal for Transfer Credit - Appendix 4: Database – Course Equivalence	Dr. Nguyen Trung Hieu Dr. Pamela Corey Dr. Nguyen Thi Hoang Lan Dang Thanh Nga	04 Sep 2025



1 INTRODUCTION

Fulbright University Vietnam (Fulbright) offers students who have completed and/or plan to complete non-Fulbright courses the possibility of credit transfer to pursue an Undergraduate Degree. Fulbright limits the number of transferable academic credits accepted toward the undergraduate program in order to ensure the degree quality.

This policy outlines the instructions to the parties involved in granting transfer credit at Fulbright.

Important notice: *This document is subject to change, and you should expect many new features, upgrades, and significant improvements. Keep your eye out for the new version of this document in One Stop.*

2 POLICY STATEMENT

In compliance with the **Academic Policy**, this policy ensures the appropriate instructions in support of submitting and granting transfer credits to meet Fulbright's Undergraduate requirements.

Fulbright staff, faculty, students, or any person who is involved in a transfer credit procedure, are required to follow this policy.

3 DEFINITIONS

Term	Definition
Academic Credit System	The Academic Credit System is used by universities to measure and assess students' work and effort during their undergraduate or graduate programs. There are different academic credit systems among universities. It could be a quarter-, semester-, or trimester-based. Students should contact Academic Affairs and/or the Office of the Registrar for more information on the equivalency.
Accredited institution	An accredited institution is the educational status of an institution assessed by specific governing bodies and associations, indicating that an institution has met certain minimum standards.
Course Credit (Credit)	Course Credit is a unit for weighing the value and level of time requirements of an academic course taken at an educational institution.
Credit Attempted	Credits attempted refer to the credit hours students enroll in and are recorded in the transcript, regardless of whether they complete the courses or pass them.



Credits Earned	Credits earned refer to the number of credit hours a student completes with a grade of D or higher for letter grade options and a Pass for Pass/No Pass options. Transferred credits are also counted as earned credits.
Exemption	Exemption from a Fulbright course will be granted by the Subject Matter Expert (SME) if a student can demonstrate successful completion of work of the same level and scope defined by the course's learning outcomes.
Grade Point Average (GPA)	GPA is a number that indicates the average of a student's scores for a particular period, usually on a scale of 1.0 to 4.0, with 4.0 being the best.
Intend-to-Enroll Student	An intend-to-enroll student is one who has received and accepted an Admission Offer Letter and made the appropriate deposit to secure their admission until matriculation.
Enrolled (Matriculated) Student	An enrolled student is any student at Fulbright who is successfully registered for at least one course for academic credit.
Official Transcript	An Official Transcript is a document issued by an institution showing enrollment date, courses, grades, grading scale, and earned academic credentials. Official Transcript must be signed and certified by the Registrar's Office or similar institutional authority.
Subject Matter Expert (SME)	SME is a Fulbright faculty member who is an expert and has accumulated knowledge in a specific area. The Associate Dean for Curriculum supports assigning the appropriate SME(s) for the course and credits evaluation.
Transfer Credit	Transfer Credit refers to the granting of credit for the course(s) or program completed at another institution or educational organization.

4 PROCEDURES

Fulbright accepts transfer credit for eligible courses taken at an accredited institution. Transfer credit may also be considered for courses taken at a Vietnamese institution authorized by the Ministry of Education and Training (MOET) and taught in English language.

4.1 General Guidelines for Transfer Credit Eligibility

The maximum transferable academic credits accepted for the student's undergraduate degree are 64 credits, with up to 32 credits after matriculation at Fulbright. These limits do not count possible transfers of military training, political education, or physical education courses.



Students applying for transfer credit must read and follow the following guidelines:

- Only courses completed with a grade of C or better are considered to receive full credit after being evaluated and approved by the Subject Matter Expert (SME) and Associate Dean for Curriculum. The original grade of the transfer course will be displayed on the student's transcript of records.
- The transferred grade is not counted toward the cumulative GPA.
- Transfer credit granted is counted toward the total credits earned for graduation.
- Transferred credits can be counted toward elective requirements. They may also be counted toward Exploratory or Major but not Core requirements, determined by the SME.
- The Official Transcript and course syllabus, descriptions, and/or relevant documentation written in a language other than English must be translated into English and certified by a professional organization before submitting them for the transfer credit evaluation.
- Courses not eligible for transfer credit include the following:
 - Courses taken from external online platforms (e.g., Coursera, EdX, Udemy, etc.) are not eligible to be transferred for Fulbright academic credits.
 - Courses considered by the SME to be below Fulbright's 100-level.
 - Courses with content determined by the SME to be equivalent to a course the student has already passed at Fulbright.
 - Courses offered for non-credit continuing education units.
 - Non-academic/vocational-technical courses.
 - Internship program

When applying for transfer credit, a student is responsible for providing all information requested about the course(s), including but not limited to:

- Course syllabus/curriculum,
- Course learning outcomes,
- Course Type: Lecture/Lab/Practicum/Others...
- Assessments – Grading Systems
- Official Transcript. A transcript is considered official if it meets the following criteria:
 - An electronic official transcript should be sent from the host institution to the Office of the Registrar at registrar@fulbright.edu.vn.
 - A physical transcript is sealed in an envelope with the appropriate stamp or seal from the host institution with the Registrar's signature. Physical copy should be mailed to the following address:

Department: Office of the Registrar

Fulbright University Vietnam

105 Ton Dat Tien, Phu My Hung, Tan Phu Ward, District 7

Ho Chi Minh City, 700000

Vietnam



4.2 Pre-matriculation transfer credit

College or University transcripts will be evaluated for Intend-to-Enroll students. Transfer credits for newly-admitted students are only processed once the students submit the copies of official college transcripts, course information (course description, syllabus), AP/IB exam scores, along with the [Application for Credit Transfer \(Appendix 1\)](#) to the Office of the Registrar via inquiry system on the One Stop portal, no later than the first term at Fulbright.

The SMEs and the Associate Dean for Curriculum will conduct the evaluation process. The student will be notified of the granted credits that can be counted toward the Fulbright Undergraduate program.

The evaluation process may take 15-20 working days. This expected duration may be extended depending on the number of courses submitted for evaluation and the complexity of credit system conversions from the sending institution. For the pre-matriculation transfer credit, the evaluation will be completed within the student's first academic term.

4.3 Post-matriculation transfer credit

This procedure applies when a student who has matriculated at Fulbright intends to transfer the credits earned from another college or university to Fulbright.

Before registering for any course outside Fulbright, matriculated students should consult with his/her Academic/Major Advisor and keep the Office of the Registrar informed to ensure the course is eligible to transfer to the Fulbright Undergraduate program.

After matriculation, a student may receive up to 32 credits from other institutions. The transfer credit can be used to fulfill up to 50% of the total credits of the major or minor, approved by the SME and the Associate Dean for Curriculum.

The following procedures apply:

- Step 1:** The student meets with the Academic/Major Advisor to determine if taking the course outside Fulbright is appropriate.

The student fills in the [Application for Pre-approval of Transfer Credit form \(Appendix 2\)](#)

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- Step 2:** The student submits the pre-approval form and course-related information to the Office of the Registrar, using a "Submit an inquiry" function on the One Stop portal.

The representative of the Office contacts the Dean's Office for the appointed SME. The SME will review and comment on the pre-approval form. This review takes around 5 working days to process once the documents are received.

Note: This pre-approval does not guarantee your full credit transfer until the coursework is completed.

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- Step 3:** The Office of the Registrar notifies the student regarding the result of the pre-approval form.



- Step 4:** The student registers for the course at the other institution. The student is fully responsible for the payment of the registered course.
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- Step 5:** Complete the course at the external institution.
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- Step 6:** Submit the Application for Credit Transfer form and Official Transcript to the Office of the Registrar via the One Stop inquiry platform.
- It takes 15-20 working days to process once the required documents are well received.
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- Step 7:** The Office of the Registrar will coordinate with the Associate Dean for Curriculum to assign and reach out to the SME(s) for evaluation and determination of whether the proposed transfer credit is justified, and how many Fulbright credit hours the course(s) should earn. Students might be asked for additional evidence about the course(s).
- The Associate Dean for Curriculum will approve the final result before informing the student.
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- Step 8:** The Office of the Registrar will inform the final result to the student. The Fulbright Transcript of Records will be updated with the number of transfer credits once it is approved.

See [Transfer Credits Process](#).

4.4 Transfer Credit Evaluation

Course and program transfer credit shall be based on the equivalency of knowledge, skills, assessments, or learning outcomes. The number of credits granted for each transfer course may be different from the number of credits from the sending institution.

Course equivalence refers to the determination that a course completed at one institution is substantially similar in content, learning outcomes, level, and academic rigor to a course offered at Fulbright University Vietnam. When two courses are deemed equivalent, the transferred course can be used in place of the Fulbright's course to satisfy specific program or degree requirements. Even if a course completed at another institution has no comparable content to a course at Fulbright, it may be considered equivalent on the basis of its alignment with a program's learning outcomes, level, and academic rigor, and may be used to satisfy program requirements.

Criteria that can be used to evaluate course equivalence:

- Subject Matter Similarity:
 - The core topics, themes, and concepts taught in the two courses must closely align.
- Learning Outcomes:
 - The student should acquire the same skills, knowledge, and competencies as they would from the Fulbright's course.
- Academic Level:
 - The courses must be at the same level (e.g., foundational, intermediate, or advanced).



- Credit Hours:
 - The amount of credit or instructional time should be comparable (though some flexibility may exist, especially with semester vs. quarter systems).
- Instructional Method and Assessment:
 - The type and rigor of teaching and assessment (exams, projects, participation, etc.) should be similar.
- Pre-requisites and Context:
 - If a course at Fulbright requires certain prior knowledge or courses, the transferred course should assume a similar background.

4.5 Course Exemption

In case of no course equivalency, but the student has successfully demonstrated the required knowledge for the course at Fulbright, the student may receive an “Exemption” note on the application form. An exemption is made by the SME and informed the Course Instructor and the Office of the Registrar of the update on the enrollment system.

Course exemption does not count for credit, but it does satisfy the course pre-requisite for enrolling in the course at Fulbright. To make up the credits, the student will enroll in an alternative course at the same level.

4.6 Advanced Placement (AP) and International Baccalaureate (IB)

Fulbright recognizes the educational value of the AP and IB taken by the students. Students can apply to have AP and IB credits applied toward the 128-course credits graduation requirement.

Only AP courses with scores of 4 or higher and IB courses with scores of 05 or better are considered for Fulbright credit awards. In general, AP and IB credits will be used to satisfy elective and exploratory course requirements.

Students who complete two exams and/or college courses with duplicate or overlapping content (e.g., AP and IB) will be awarded credit for only one exam or course.

To request AP or IB credit, contact the AP or IB organization to have your scores sent directly to the Office of the Registrar at Fulbright (address above).

4.7 Appeal

The student can appeal a transfer credit application result in terms of granted credits and/or course equivalence. A student must submit the [Student Transfer Credit Appeal Form \(Appendix 3\)](#), along with the additional supporting documents, to the Office of the Registrar within 05 working days of receiving the transfer credit decision. The Office will respond to your appeal request within 05 to 07 working days to confirm receipt of the completed form and outline the appeal and the general timeline. You may be asked to provide additional materials if required.

Unless granting transfer credit is time sensitive (e.g., a student is requesting transfer credit for a required course that is only offered in the current term), the appeal process should be completed within 30 working days.

The SME, Associate Dean for Curriculum, and Dean of Undergraduate Studies may be involved in the appeal process. The student cannot submit an appeal form to request course substitutions toward the major/minor/degree requirements.



The appeal will also be denied when it is determined that the Transfer Credit procedures and policy were appropriately applied.

5 RESPONSIBILITIES

5.1 Student Responsibilities

Enrolled (or matriculated) students should consult the Academic/Major Advisor or appropriate instructional department, as needed, to understand the procedures and/or any additional guidelines about the transfer credit.

The student is responsible for contacting the institution outside of Fulbright to obtain Official Transcripts and any other required supporting documentation.

5.2 Instructional Department

The Instructional Department, including but not limited to the Admission and Financial Support department, and a representative from the Office of the Registrar, is responsible for providing the general guidelines, sharing the published Course Equivalence Database, and screening the required submission for the transfer credit evaluation process.

5.3 University Responsibilities

To assist in the evaluation of courses, Fulbright University publishes the course outlines for all courses on the One-Stop portal, which is accessed by all Undergraduate students.

5.4 Office of the Registrar Responsibilities

The Office of the Registrar has the responsibility for the announcement of transfer credit results and the update of the student's academic records. The Office also notifies a final decision on appeals determined by the Dean of Undergraduate Studies. A student can contact the Office of the Registrar by submitting an inquiry on the One Stop portal for any concerns related to this policy.

6 RELATED POLICIES AND DOCUMENTS

This policy is in compliance with the published Academic Policy available in the One-Stop portal.

7 POLICY REVISION

This Policy is effective from the date of signing. It will be reviewed and updated at any time if any changes. The approved policy will be published and available on the One-Stop portal.



APPENDICES

[Appendix 1: Application for Credit Transfer](#)

[Appendix 2: Application for Pre-Approval of Transfer Credit](#)

[Appendix 3: Student Appeal for Credit Transfer](#)

[Appendix 4: Database – Course Equivalence](#)

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