



TRANSFER REQUIREMENTS

Applications for a transfer are only allowed if candidates meet the following conditions:

1. Their high school qualification satisfies the [entry requirements](#) for the program, including years of schooling, additional exams or tests, preparation in Mathematics.
2. They are currently enrolled in a Bachelor program which is entirely taught in English.
3. They satisfy the English language requirement.
4. The university they studied at is accredited/recognized by its country.

IMPORTANT NOTES

Before submitting their application, candidates should take into consideration that:

- If they studied less than one complete academic year, they will receive an offer for admission prior to the evaluation of transferrable credits. Due to the high level of competition for entry to the first year and limited places available, the transfer of credits will be processed only after the candidate has paid the deposit and confirmed his/her place.
- In general, the amount of credits from international curricula recognized is partial and most students will be asked to join the first year program from the start.
- The School of Economics can carry out an evaluation of transfer of those credits that candidates already earned. Therefore, only the exams indicated on the transcripts of academic records provided at the time of application will be taken into consideration.

APPLICATION PROCEDURE AND REQUIRED DOCUMENTS

Candidates who request a transfer need to apply online following the instructions, procedures and deadlines outlined [here](#). They need to additionally provide the following documents in English:

1. An official transcript of academic records where we can clearly identify:
 - The name of the university that issued it;
 - The grades, ECTS credits and date of the exams;
 - The date of issuing of the transcript;
 - The name, last name and identification number of the candidate;
2. A copy of the legend to read the transcripts, i.e. information on the grading system and credit system;
3. The detailed syllabus of each course that candidates already took and passed.
4. A certificate issued by the University stating the degree program attended is entirely taught in English.

The official transcript of academic records and the syllabi must be sent directly from the issuing university to our office in a sealed and signed envelope, or by certified email.

In order to assess how many credits can be transferred, the academic board of the School of Economics will evaluate in details if the content, level and workload for each course that applicants already passed is comparable to any of the subjects included in the study plan of the Bachelor in Economics and Management offered by Università Cattolica.

Please note that the evaluation of transfer requests takes about 8-10 working weeks from the round deadline.