



Allen University Domestic Transfer Applicant Procedures

Allen University accepts transfer students for each Fall and Spring term.

Transfer students who have accumulated more than 30 hours of transferable credit at the time of the admission decision and have been in good academic, financial, and disciplinary standing at the college or university they most recently attended are considered for admissions. Transfer students with a grade point average of less than a 2.0 will be admitted on academic probation. To be considered for admission, a domestic transfer applicant must submit the following items:

- 1) **The Application Form** - Domestic transfer applicants complete the same form as domestic new applicants. It is important that all information is entered legibly and all appropriate sections are completed. The domestic application usually changes somewhat every year. However, because high school counselors and others don't always discard old applications, we do accept older versions if they come in.
- 2) **Official College Transcript** - Official transcripts are required from all previous colleges attended.
- 3) **Official High School Transcript** - If a domestic transfer applicant has earned less than 30 college credit hours, an official high school transcript must also be submitted. If the domestic transfer applicant did not complete high school, a copy of the GED report is required. Homeschooled students should submit a transcript. In the rare case in which no record has been maintained, a list of texts used in instruction and a description of facilities used in laboratory work is required.
- 4) **Recommendations** - Recommendation documentation (two completed forms or letters) is required only for students who fall below a 2.0 GPA. We provide recommendation forms; however, we accept letters, emails, and other written communication that serves as a form of recommendation. The recommendation documentation is to be completed by a teacher, supervisor, pastor, church officer, or high school counselor under whom the student has studied, worked, or interacted and is able to objectively comment to the student's qualifications for undergraduate study.