
PROCEDURE FOR TRANSFER AND VALIDATION OF ACADEMIC QUALIFICATIONS

Before submitting your application, make sure that it includes the following:

- Completed and signed Application Form
- Copy of diploma / degree / certificate of completion of study obligations (where applicable)
- Transcripts
- Course descriptions (syllabus) as applied during the student's studies
- Certificates of non-academic qualifications obtained through passing professional exams, non-university level exams, certificates of professional experience, learning in the workplace, studying in an unrecognized institution of higher education, studying in a non-certified-certified higher education institution.
- Validation of academic qualifications (verification of the validity of the supporting documents - necessary for the completion of the transfer process).

Validation of Academic Qualifications - Completion of the process within the **first semester of study**.

Validation is the verification of the authenticity of the certificates submitted by a candidate for admission to the University (detailed grade and / or copy of diploma where valid and / or related qualifications are valid).

Validation is a prerequisite for completing the process of transfer / transfer of credits and admission to a Postgraduate Program (Master level and Doctoral level).

Acceptable ways of validation are:

1. Submit to the Admissions Office the original or certified copies of the academic qualifications (detailed grade and / or degree) in a sealed envelope from the previous institution of higher education.

Arrange that the above documents are sent directly to the Admissions Office, via e-mail (info@frederick.ac.cy/ or info_lim@frederick.ac.cy) or by fax (+357 22438234 / +357 25735001), by the previous institution higher education

Who is responsible for validation?

The communication with the previous institution of higher education for the validation of the academic qualifications of the student is the student's responsibility.

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Applicant's Signature

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Date