



THE  
**AMERICAN  
COLLEGE**  
OF FINANCIAL SERVICES®

## APPLICATION FOR TRANSFER OF CREDIT FROM COLLEGES AND UNIVERSITIES

The American College of Financial Services credit transfer policy for Huebner School courses permits students who completed comparable courses at an accredited college or university within seven (7) years prior to the date of this application to apply for transfer of credit into a designation program of The College (CLU®, ChFC®, RICP®) or into its CFP® Certification Curriculum.

### Rules and Procedures:

- You must be matriculated with The American College of Financial Services in order to apply for transfer of credit. If you have not matriculated, please do so before submitting this application.
- You must have completed the comparable course(s) within seven (7) years prior to the date of this application. **Any course completed more than seven (7) years prior to the date of this application is ineligible for transfer of credit.**
- You must provide the Registrar at The American College of Financial Services with **a syllabus and sealed copy of your official transcripts** verifying completion of the comparable course(s) you want to transfer for credit. An electronic copy of your official transcript will not be accepted.
- You must provide the information below.
- Mail your application to:

**The Office of the Registrar**  
**ATTN: Xiaohua Su**  
**The American College of Financial Services**  
**630 Allendale Road, Suite 400**  
**King of Prussia, PA 19406**

---

Date of this Application \_\_\_\_\_ American College Student ID# \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Current Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (     )     -     \_\_\_\_\_

**Transcripts from the following colleges or universities are enclosed for review:**

Names of School	Years Attended	Degree or Certificate Awarded	Date Certificate Awarded

Please review the following specific course(s) from the enclosed transcript(s) and attach a description of the course(s) and topics covered, along with the title(s) of the textbook(s) used. The description could be from a catalog and the topics covered might be from a course syllabus.

Also, please be advised that in some cases the subject matter in more than one college or university course may be needed to match the Huebner School (HS) course.

Course Title and Number	Name of School	Date Course Completed	Grade Received or Pass/Fail	Credit Hours	HS Course You expect to Receive Credit for

**For Official Use Only:**

**Approved for HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_

**Denied for HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_  
**HS** \_\_\_\_\_

Approval Signature \_\_\_\_\_ Denial Signature \_\_\_\_\_