



# Credit Transfer Request



Many courses taken at colleges and universities can be transferred for credit to AIB. Any college class that matches an AIB class is eligible for transfer. Procedures for transferring credits are as follows:

1. First arrange to have a college transcript sent to the AIB/CFT office. An official transcript is not necessary. Photocopies and faxes of transcripts are accepted. Send transcripts to:

Southeast Regional Chapter  
 Center for Financial Training, Inc.  
 126 West Adams Street, Suite 501  
 Jacksonville, FL 32202-3864

LisaPhillipsCFT@bellsouth.net  
 Fax: (904) 354-1834

2. Send a check payable to AIB/CFT (or bank manager's approval to bill bank) to the AIB/CFT office with this form.
3. The college transcript will be evaluated and credit will be given to all classes that match AIB classes, only when AIB/CFT receives the college transcript and the \$75 fee.
4. An updated transcript will then be sent to the student showing the classes that have been transferred.
  - Common courses that transfer include: Accounting, Analyzing Financial Statements, and Economics.
  - If the student has taken classes at more than one college, transcripts should be requested from each college and sent to the AIB/CFT office. If requested, several transcripts on one student will be evaluated for one evaluation fee. However, every time an evaluation is conducted, a fee will be assessed.
  - If the AIB/CFT office is notified of which AIB diploma or certificate the student wishes to pursue, he/she will be provided with a worksheet assessment of remaining courses needed to be taken to earn it. Students should send this information when the check, or approval to bill for the fee, is sent to the AIB/CFT office.

*If bank is to pay for transfer credit, please include the cost center and manager's approval.*

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address (to send transcript): \_\_\_\_\_

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

Manager's Name (print): \_\_\_\_\_ Work Phone: \_\_\_\_\_

Manager's Approval (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Cost Center#: \_\_\_\_\_