

THE CULINARY INSTITUTE OF AMERICA®  
Hyde Park, NY 12538

## Application for the Transfer of Credit

Due to the unique nature of the curriculum at The Culinary Institute of America, only select course work will be considered for transfer credit approval. Culinary, Baking & Pastry and Table Service Laboratory transfer credits will not be approved.

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### The following guidelines will assist you in your request for the transfer of credits:

1. To ensure credit transfer, all required forms **must be submitted 3 weeks prior to your approved entry date** - - requests will not be taken after this time.
2. You must attach an **official** college Transcript(s) and Course Description(s) and, if applicable, a copy of your NRA ServSafe Certificate for Food Safety credit, with the Application for Transfer of Credit.
3. Consult the CIA course online catalog for courses required in your major.
4. Complete the top 2 sections of the application form.
5. You will receive notification by mail.
6. Once you have completed the application form with the required Transcript and Course Descriptions attached, mail to:

**Admissions - Attn: Transfer Credit Info**  
**The Culinary Institute of America**  
**1946 Campus Drive**  
**Hyde Park, New York 12538-1499**

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### Criteria for approval of transfer credit:

1. Course must have an appropriate focus from an accredited college or university.
2. Completion of the course with a grade of C or better.
3. All applicable course work must have been completed within the past 10 years.

### Culinary Institute of America Courses Considered for Transfer Credit

#### AOS

Controlling Cost & Purchasing Food  
Food Safety  
Introduction to Gastronomy  
Introduction to Interpersonal Communication  
Introduction to Management  
Mathematics\*  
Menu Development  
Nutrition  
Principles of Design  
Restaurant Law  
Wines & Beverages  
Writing\*

#### BPS

Accounting & Budget Management  
Composition & Communication  
Computers in the Food Business 1  
Computers in the Food Business 2  
Economics  
Ethics  
Financial Management  
French  
History & Cultures of the Americas  
History & Cultures of Asia  
History & Cultures of Europe  
Human Resource Management  
Interpersonal Communication  
Italian  
Managing Quality for the Future  
Marketing & Promoting Food  
Psychology of Human Behavior  
Restaurant Operations  
Spanish

\*Writing Exam and Costing Exams are graduation requirements for all students and may not be transferred



## Application for the Transfer of Credit

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

Entry Date: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Campus Box: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Please check off your Degree and Major**

CIA Degree:  AOS  
 BPS

CIA Major:  Baking & Pastry Arts  
 Culinary Arts

CIA Course Title	Course for Transfer	College / University	Grade	Credits	For Office use Only			
					Ceeb Code	Beginning & End Date	Credits Granted	Approved Y/N

**You Must Attach an Official College Transcript and Course Descriptions**

Reason not approved:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Associate Dean for Liberal Arts*

cc: Registrar \_\_\_\_\_  
 Student \_\_\_\_\_  
 Faculty \_\_\_\_\_