GATEWAY EDUCATION

# How to Transfer your College Credits

## Step 1:

### Check If Your School Is Affiliated with Gateway Education

Gateway Education collaborates with a network of accredited institutions that recognize its online courses for potential credit. These partnerships help streamline the credit transfer process for many students.

**To find out if your school is part of the Gateway Education network:**

- Browse our website of partner colleges and universities
- Search for your school and see if they are listed on Gateway Education's partner page
- Partner school pages typically include a Course Equivalency Guide, outlining which Gateway Education courses are accepted and how they may apply toward your degree, including estimated credit values

## Determine If Your School Accepts Gateway Education Courses

Gateway Education offers affordable, flexible online courses that are recommended for college credit by the American Council on Education's College Credit Recommendation Service (ACE®). These recommendations are considered by over 1,500 accredited colleges and universities nationwide.

**How to verify if your school may accept Gateway Education courses:**

- Contact your school's admissions or registrar office to ask if they accept ACE® transcripts.
- Review your school's transfer credit policy to determine how transfer credits are evaluated.
- Ask for a credit transfer review of Gateway Education courses before enrolling.

**Tip:** Each institution has its own policies for accepting transfer credits. It's important to confirm acceptance in writing to ensure your course aligns with your educational goals.

## Request a Course Transfer Review (If Needed)

If your college or university is not formally partnered with Gateway Education or doesn't publicly list transfer policies for ACE®-recommended courses, you can still request an evaluation.

**Steps to request a course evaluation:**

- Identify which Gateway Education courses you want to take.
- Contact your academic advisor or registrar's office to request a transfer credit review.
- Provide the following for each course:
    - Course name
    - Course description
    - Course syllabus (available for download at Gateway Education)
    - ACE® Credit recommendation

# Step 2:

## Enroll and Complete your Gateway Course(s)

After confirming that your school will recognize credit from Gateway Education—whether through a school partnership, ACE® credit acceptance, or written approval from your academic advisor—you're ready to sign up for your online courses.

To be eligible for credit, you must complete each course and earn a minimum passing score of 70% or higher.

# Step 3:

## Transfer your Gateway Education Credits

Once you've successfully finished your Gateway Education courses, you can request either a Gateway Education Student Record or an official ACE® Credly transcript to submit for transfer credit consideration. Make sure to send the version your school prefers to avoid any delays in the review or approval process.

**Gateway Student Record / ACE Credly Transcript:**

To request either transcript email:
help@gatewayeducation.com

Transcript processing may take 7 to 14 business days. All transcripts are sent by electronic delivery, your transcript will be emailed once it's approved.

## Take the First Step Toward Your Academic Goals

Speak with a Gateway Enrollment Specialist Today! At Gateway Education, we're committed to helping you reduce the cost of earning your degree and guiding you through the credit transfer process. Our enrollment team is here to answer your questions and help you select the courses that align best with your educational path.