

<i>Document No:</i>	
Subject:	<b>ACT – ADMISSION REGULATIONS AND PROCEDURES FOR NEW STUDENTS</b>
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Anatolia College | Anatolia High School | Anatolia Elementary School

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# Admission Regulations and Procedures for New Students

All first-year candidates are required to submit an application for admission along with the required material. Students may submit an application through the online portal or a paper-based one.

Applications are reviewed by the Associate Dean for admissions, the director of enrollment, who is familiar with a variety of school systems and transcripts and a faculty member.

## Application Requirements

Applicants are required to submit the following when applying for admission to the program:

1. An Application Form.
2. An official high school transcript of grades. If you have not attended an English- or Greek-speaking high school, an official translation into English is required.
3. An official high school diploma. If you have not attended an English- or Greek-speaking high school, an official translation into English is required.
4. Student holds an internationally recognized English certificate at least at B2 level (IELTS equivalent: 5.5), which has been received within the last two years.
5. A recent passport-size color photograph.
6. A photocopy of either your ID card (Greek only: ταυτότητα) or your valid passport (all International students).
7. A non-refundable application fee of 70.00 Euro. The application fee should be deposited at one of ACT's bank accounts.

Unless otherwise stated, applicants must provide original documents for all requirements. ACT's admissions office reserves the right to cross-check the submitted documents by requesting official transcripts/degree certificates directly from the institution the student is coming from. In the case that the application form is submitted online, any acceptance is considered 'conditional', until the original documents are provided. This should be no later than the end of the third week of the term.

A copy of the bank receipt should accompany the application. For more information regarding fees and payment procedures please contact the Accounting office +30-2310-398219.

All application documentation should be submitted/mailed directly to the Admissions Office.

## Admissions Procedure

1. Submit an application along with the supporting material.
2. Pay the application fee.
3. An interview with a member of the admissions office will be required at any stage of the application procedure.
4. The admissions decision is communicated to applicants in writing and within two weeks from the time of receipt of the complete application.
5. Admitted students are required to confirm their attendance in writing within a given deadline and as specified in the acceptance letter.

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Applicants whose application has been rejected may appeal at the ASPC committee for re-evaluation. More information on how to file an appeal or a complaint can be found in the ACT-OU Regulations Section B, Paragraph 5.

Applications receive a priority number which determines the order in which successful applicants register for their first semester of course work.

## Transfer Students

ACT welcomes applications from transfer students who complete the following criteria:

1. English language proficiency as described above.
2. Previous academic work is completed at a regionally accredited institution.
3. Courses apply towards the ACT curriculum.
4. Courses have been completed with a minimum grade of "C" or its equivalent.

### Notes:

1. ACT considers transfer claims for up to the two thirds of credits required for a full undergraduate bachelor's degree.
2. ACT will not transfer credit for courses that are classified as Level 6 in the Open University programmes.
3. ACT will not transfer credit for the Thesis courses.
4. In order for a course to be considered for transfer credit, it has to be completed within the last 10 years.

International Baccalaureate Credits: Applicants who have received scores of 4 and above on higher-level exams will be evaluated on a course-by-course basis for transfer credit. As much as one year of course work may be recognized, thus entitling applicants holding this diploma to sophomore standing upon entry.

Responsibility for individual transcript evaluation and the awarding of transfer credits for advanced standing rests with the offices of the Registrar and Admissions. Prior to the award of transfer credit a student's transcript is scrutinized with respect to credit hours earned and course equivalencies by the Associate Dean for Administration and Student Affairs and the chairs of the corresponding departments.

Transfer students must spend at a minimum their last two semesters (i.e., their last full academic year) in residence at the College.



## Transfer Application Procedure

All applicants are required to submit the following when applying for admission to the program:

1. An Application Form.
1. An official transcript of grades. If you have not attended an English- or Greek-speaking college/university, an official translation into English is required.
2. Evidence of proficiency in English as described above.
3. Copies of course syllabi for all the courses you have completed and for those on which you are currently enrolled.
4. A copy of your institution's catalogue current to your period of attendance.
5. A recent passport-size color photograph.
6. A photocopy of your ID (Greek taftotita).
7. A non-refundable application fee of 70.00 Euro. The application fee should be deposited at one ACT's bank accounts

Unless otherwise stated, applicants must provide original documents for all requirements. ACT's admissions office reserves the right to cross-check the submitted documents by requesting official transcripts/degree certificates directly from the institution the student is coming from. In the case that the application form is submitted online, any acceptance is considered 'conditional', until the original documents are provided. This should be no later than the end of the third week of the term.

A copy of the bank receipt should accompany the application. For more information regarding fees and payment procedures please contact the Accounting office +30-2310-398219.

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