



# CREDIT TRANSFER FORM

## RULES AND REGULATIONS

- A student can apply for exemption and credit transfer only ONCE during his/her studies.
- Semester results/endorsed exam transcript AND syllabus of course(s) (if from another institution) **MUST BE** attached.
- This form should be submitted to the Academic Office which offers the program.

## TO BE FILLED IN BY STUDENT

1. Name : \_\_\_\_\_
2. Matric No. : \_\_\_\_\_ 5. IC No. /Passport No. : \_\_\_\_\_
3. Intake : \_\_\_\_\_ 6. Programme : \_\_\_\_\_
4. Contact No. : \_\_\_\_\_ 7. Entry Qualification(s) : \_\_\_\_\_

Students should supply the following information for which credit is requested (Please attach an official transcript)				FOR OFFICIAL USE ONLY		
Name of Previous Institution :				(Equivalent UIM Courses)		
Title of Course	Credit	Date Completed	Grade	Course Code	Course Title	Credit Transferred
<b>Total</b>				<b>Total</b>		

I acknowledge that the documentation submitted with this application is accurate and complete and I have read the UIM Academic Rules & Regulations.

Student's signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Recommended:

Yes

No \_\_\_\_\_

Signature & stamp Head of School/  
Director of Institute:

Date:

Approved Credit Transfer:  Yes

No \_\_\_\_\_

Signature & stamp Vice President  
(Academic):

Date:

Programme : \_\_\_\_\_

Total credits required : \_\_\_\_\_

Total credits approved : \_\_\_\_\_

Total credits to be taken: \_\_\_\_\_

Academic's Office:

Received by : \_\_\_\_\_ Date : \_\_\_\_\_

Date recorded : \_\_\_\_\_ Date informed the student: \_\_\_\_\_