UNIVERSITI TEKNOLOGI MARA

Institut Pengajian Siswazah

TRANSFER OF CREDITS

Instruction to students:
1. Students may apply for credit transfer from courses that has been taken from UiTM or other Institute Higher Learning (IHL).
2. Credit transfer is allowed between the same study level (horizontal) for active student only.
3. The application for credit transfer can only be made during the first semester.
4. The minimum grade that can be considered for credit transfer is B or equivalent.
5. Application for credit transfer of any course must have at least 80% equivalent or similar in content with the related course at the University.
6. The credit transfer application form must be submitted to the College / Faculty / Academic Centre / UiTM Branch Campus postgraduate office within fourteen (14) days of the officil registration date.

SECTION I (To be filled by student in CAPITAL LETTERS)

Name:

I.C No/Passport No.: **Faculty Code**

Student ID No.: **Campus**

Programme Code: **Semester:** **Gender** *Male* *Female*

Level of Study: *Master* *PhD* **Mode of Study** *Full Time* *Part Time* *FLP*

Mailing Address *(   ) **Postcode:**

* Please tick (✓) for change of address

Tel.No.: **Mobile Phone No.:**

E-mail:

Scholarship / Funding (if any): ....

SECTION II (To be filled by student)

Courses to apply at faculty			Courses to transfer Credit (Please provide the courses information)			
Course Code	Course Name	Credit Hour	Master / PhD	Course Code	Course Name	Credit Hour

SECTION III (Student is required to get endorsement from the following departments)

A. APPLICANT	B. FACULTY	C. REMARKS
I have reviewed my information and acknowledge all the information given is true.	Verified by KPPS	....
	COMPLY ☐	
	NOT COMPLY ☐	
	.... **Signature**	
.... **Name and Official Stamp** .... **Date**	.... **Name and Official Stamp** .... **Date**	

Section IV (Results of application is subjected to JKAPS' approval)

For office use only

JKAPS' Result   ☐   **APPROVED**

☐   **NOT APPROVED**

Signature of JKAPS Chair

:..

Name and Official Stamp

:..

Date

:..