

APPLICATION FOR HORIZONTAL CREDIT TRANSFER (AFTER ACCEPTANCE OF OFFER OF ADMISSION)
(only applicable for Diploma & Bachelor Degree programme)

1. Horizontal credit transfer would only be considered for Ex-TARCIans who have previously withdrawn (except WE/WX status) from TAR UMT/TAR UC programme and have now enrolled into another programme of the same level as the programme withdrawn.
2. Students are required to seek advice from the Associate Dean/Programme Leader of their existing programme before filling in this form.
3. Students are required to pay an application fee of **RM 200 (non-refundable)** at the Department of Finance. Applications without the application fee will **NOT** be processed.
4. The completed application form must be submitted to the Faculty together with receipt of payment and a certified true copy of the previous programme examination result slips/transcript.
5. The deadline for the application is latest by end of week 4 (for long semester) or end of week 3 (for short semester) after the commencement of the semester first joined. Late applications will **NOT** be entertained.
6. The approval for credit transfer is **NOT** guaranteed. The outcome of the application will be notified to students via letter by the Faculty within 1 week after the application deadline.
7. The decision of the University on the credit transfer is **FINAL**.
8. For the horizontal credit transfer to take effect, successful students are required to pay the credit transfer fee of RM 100 per course (non-refundable) at the Department of Finance and return the acceptance of horizontal credit transfer to the Faculty by the stipulated deadline. Late acceptance will **NOT** be entertained.
9. Students are required to attend classes before the outcome of their application for horizontal credit transfer.

APPLICATION FOR HORIZONTAL CREDIT TRANSFER (AFTER ACCEPTANCE OF OFFER OF ADMISSION)
(only applicable for Diploma & Bachelor Degree programme)

Students are required to seek advice from the Associate Dean/Programme Leader of the programme that they wish to transfer credit before filling in this form.

Application deadline: End of week 4 (for long semester) or end of week 3 (for short semester) after the commencement of the semester first joined.

Name:	Student ID No.:
Programme & Campus of Study:	
Year & Semester of Study:	Contact No.:

Please state the course(s) which you wish to apply for horizontal credit transfer in your current programme.

	Previous Programme			Current Programme		FOR OFFICE USE ONLY			
	Course Code & Course Title	Credit Hour	Grade Obtained	Course Code & Course Title	Credit Hour	Course Granted	Equivalency of course content (%)	Yr & Sem Offered	Grade
Technical Course (s)						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			

RECEIVING FACULTY

Evaluated by Programme Leader/Associate Dean:

(Signature & Stamp)

MPU UI – U3 & Languages						Yes/No			
						Yes/No			

FACULTY OF SOCIAL SCIENCE AND HUMANITIES

Evaluated by Programme Leader/Associate Dean:

(Signature & Stamp)

MPU U4						Yes/No			

DEPARTMENT OF STUDENT AFFAIRS

Evaluated by Manager:

(Signature & Stamp)

Declaration

I hereby certify that the information provided in this application is true and complete. I understand that the University has the right to withdraw my credit transfer, if at any time, any information in my application is found to be false/incorrect or intentionally omitted.

Signature

Date

FOR OFFICE USE ONLY

Department of Finance

Application fee of RM 200.00

Date:

Receipt No.:

Signature & Stamp:

Receiving Faculty

Approval by Faculty Dean /Deputy Dean/Head/Deputy Head of Branch

Approved

Total number of credit transfer granted (including MPU & Language courses): _____ course(s) _____ credit hours.

Not Approved

Comments: _____

Signature & Stamp

Date

Maintenance of Credit Transfer In TIAS By Faculty Office

Credit Transfer maintained in TIAS on _____

Action taken by _____