

**APPLICATION FOR HORIZONTAL CREDIT TRANSFER (AFTER ACCEPTANCE OF OFFER OF ADMISSION)  
(FOUNDATION AND UNDERGRADUATE PROGRAMMES)**

1. Horizontal credit transfer would only be considered for Ex-TARCians who have previously withdrawn [*except WE-Withdrawn due to poor performance in examination (failed out)/WX-Withdrawn due to maximum time frame*] from TAR UMT programme and have now enrolled into another programme of the same level as the programme withdrawn.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/Head of Division/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/Centre for Pre-University Studies (CPUS) together with receipt of payment and a certified true copy of the previous programme examination result slips/transcript before the application deadline.

**Application deadline:**

- **Foundation programme:** End of Week 4 after the commencement of the semester first joined
- **Diploma & Bachelor Degree programmes:**
  - Long Semester : End of Week 4 after the commencement of the semester first joined
  - Short Semester : End of Week 3 after the commencement of the semester first joined

Late applications will **NOT** be entertained.

5. The approval for credit transfer is **NOT** guaranteed. The outcome of the application will be notified to students via letter by the Faculty/CPUS within 1 week after the application deadline.
6. The decision of the University on the credit transfer is **FINAL**.
7. 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/CPUS by the stipulated deadline. Late acceptance will **NOT** be entertained.
8. Students are required to attend classes before the outcome of their application for horizontal credit transfer.

**Note for International Students:** All published fees are exclusive of Sales and Service Tax (SST). A 6% SST will be imposed on education-related fees for International Students.

BEYOND EDUCATION

**APPLICATION FOR HORIZONTAL CREDIT TRANSFER (AFTER ACCEPTANCE OF OFFER OF ADMISSION)  
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Students are required to seek advice from the Associate Dean/Head of Division/Programme Leader of the programme that they wish to transfer credit before filling in this form. The completed application form must be submitted to the Faculty/CPUS before the application deadline.

<b>Name:</b>	<b>Student ID No.:</b>
<b>Programme &amp; Campus of Study:</b>	
<b>Year &amp; Semester of Study:</b>	<b>Contact No.:</b>

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
T e c h n i c a l C o u r s e ( s )						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			

**RECEIVING FACULTY/CPUS**

Evaluated by Programme Leader/Head of Division/Associate Dean:

(Signature & Stamp)

	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
M P U 1 - U 3 & L a n g u a g e s						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			
						Yes/No			

**FACULTY OF SOCIAL SCIENCE AND HUMANITIES/CPUS**

Evaluated by Programme Leader/Head of Division/Associate Dean:

(Signature & Stamp)

	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
M P U 4						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

(Note: International Student to pay an additional 6% SST)

Date:

Receipt No.:

Signature & Stamp:

**Receiving Faculty**

**Approval by Faculty/Branch/CPUS (Dean/Deputy Dean/Head/Deputy Head)**

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/CPUS Office**

Credit Transfer maintained in TIAS on \_\_\_\_\_

Action taken by \_\_\_\_\_