



**PROGRAMME TRANSFER
(WITHIN THE FACULTY/CENTRE)
(Foundation/Diploma/Bachelor Degree)**

NOTE:

*Students are advised to read the following information **CAREFULLY** before applying for programme transfer, and to **KEEP** this information sheet for reference.*

1. Students must have **paid fees and registered** as students of the University College in the programme of study as stated in the offer of admission.
2. Students must meet the **minimum entry requirements** of the programme to which they wish to transfer.
3. Applications must be attached a copy of (i) offer of admission, (ii) receipt of payment (semester fees) and (iii) the relevant results (eg: SPM/O Level/STPM/A Level/UEC/Foundation/ Diploma results) to be submitted or e-mailed to your Faculty/Centre.
4. The application deadline for programme transfer are as follows:

Intake	Commencement date	Deadline for transfer
November 2021	Diploma/Bachelor Degree : 1 November 2021	5 November 2021

Late applications will **NOT** be entertained.

5. Before the outcome of the transfer, students are **NOT** allowed to start attending the programme into which they have applied for transfer. Approval for programme transfer is **NOT** guaranteed. The application outcome will be made known through your Faculty/Centre via e-mail.
6. For the **transfer to take effect**, successful students are **REQUIRED** to pay the difference in tuition fee (if applicable) and complete the 'Acceptance for Transfer' section in the transfer approval letter. The acceptance transfer is to be e-mailed back to Faculty/Centre.
7. The decision of the University College on the programme transfer is **FINAL**.



**APPLICATION FOR PROGRAMME TRANSFER
(WITHIN THE FACULTY/CENTRE)
(Foundation/Diploma/Bachelor Degree)**

Section A: To be completed by student and returned to the FACULTY/CENTRE

(I) STUDENT PARTICULARS

Name: _____ Student Registration No.: _____

MyKad No.: _____ Intake : (e.g. June 2021) _____

Contact No.: (Home) _____ (Mobile Phone) _____

Highest Qualification Obtained:

SPM/O Level STPM/A Level UEC Others : _____
(please specify)

SPM •Bahasa Melayu Grade : _____ •English Language Grade : _____

TAR UC Foundation/Diploma/other qualifications (CGPA) results : _____ (if applicable)

MUET/IELTS/TOEFL/Cambridge Linguaskill Assessment : Band/Score _____ (if applicable)
AELE0364 English Language : Grade _____ (if applicable)
AMMS0104 General Mathematics : Grade _____ (if applicable)
AMMS0204 Mathematics : Grade _____ (if applicable)

(II) CHANGE OF PROGRAMME

	FROM (As stated in the Offer of Admission)	TO
Programme Name and Year & Semester (eg: Year 1, Semester 1)		

^Students applying for transfer into Foundation programme are to indicate the Bachelor Degree programme they are progressing into upon successful completion of the Foundation programme. (Eg. Foundation in Arts (Track A) leading to Bachelor of Real Estate Management)

(III) REASON FOR TRANSFER

(IV) OTHER INFORMATION

(i) Are you a TAR UC Merit Scholar? Yes No

(ii) Disability: Yes/No (cancel whichever NOT applicable)

If Yes, please specify, (e.g. colour blind) _____

(iii) Are you a previous student of the UC? Yes No

If yes, please indicate your previous programme : _____

Student Registration No. : _____

Year graduated/withdrawn from the programme : _____

(V) DOCUMENTS

(i) Offer of admission and receipt of payment (semester fees)

(ii) SPM/O Level/STPM/UEC/A Level/TAR UC Foundation/Diploma/relevant results (*results to be certified true copy*)

(iii) MUET/IELTS/TOEFL/Cambridge Linguaskill Assessment results (*if applicable*)

(iv) TAR UC AELE0364 English Language/AMMS0104 General Mathematics/AMMS0204 Mathematics result (*if applicable*)

I hereby certify that the information provided in this application is true and complete. I understand that the University College has the right to withdraw my programme transfer, if at any time, any information in my application is found to be false/incorrect or intentionally omitted. I understand that the approval of my application is subject to availability of programme vacancies, my academic results and the University College transfer policy.

Signature

Date

===== **FOR OFFICE USE ONLY** =====

Section B : FACULTY/CENTRE

Received by: _____
Signature & Name Stamp/Chop

Date Received: _____

Meet minimum entry requirement and/or offer criteria Yes No

Meet the specified CGPA Yes No

Meet MUET/IELTS/TOEFL/ Yes No

Cambridge Linguaskill Assessment requirement

Section C : Approval by Dean/Head/Deputy Dean/Deputy Head

Approved

Not Approved

Signature & Name Stamp

Date

