

 Rev No.:1 Effective Date:21 Sept 2023

DACE/PCT-NS-BFC/22

**PROGRAMME TRANSFER**

**(WITHIN THE FACULTY/CENTRE)**

**For Transfer of New Students Within the Same Intake**

**(for Malaysians only)**

### NOTE:

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

1. Students must have **paid fees and registered** as students of the University in the programme/campus 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 with a copy of (i) receipt of payment (administration fee of RM50) and (ii) the relevant results (eg SPM/O Level/STPM/A Level/UEC/Foundation/Diploma results) to be submitted or e-mailed to the Faculty/Centre.

4. Students are required to pay an administration fee of RM50 (non-refundable) at Department of Finance **OR** via Interbank Fund Transfer (Instant Transfer/Duit Now Transfer) to:

Beneficiary/Payee Name          :  TAR UMT

 Name of Bank                          :  Public Bank Berhad

 Bank Account No.                    :  3-1815641-13

 Payer must key in Student’s MyKad No. or Student’s Registration No. in the recipient reference field in the payment webpage.

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Application without the administration fee will **NOT** be entertained.

5. The application deadline for programme/campus transfer are as follows :

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| **Intake** | **Deadline for transfer** |
| June 2024 | Foundation : 5 July 2024 |
| Diploma/Bachelor Degree :12 July 2024 |

Late applications will **NOT** be entertained.

6. 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 the Faculty/Centre/Branch via e-mail.

For the **transfer to take effect**, successful students are **REQUIRED** to pay the transfer fee of RM50 and difference in tuition fee/other fees (if applicable) and thereafter, e-mail (using TAR UMT email) the proof of bank-in/payment receipt (if applicable) to the Faculty/Centre/Branch.

7. The decision of the University on the programme transfer is **FINAL.**



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| **Section A: To be completed by student and returned to the Faculty/Centre** |
| **(I) STUDENT PARTICULARS** |
| Name: Click to enter |
| MyKad No.: Click to enter |  |
| Student Registration No.: Click to enter | Intake : Click to enter |
| Contact Number: Click to enter | Personal Email: Click to enter |
| Highest Qualification Obtained:[ ] SPM/O Level [ ] STPM/A Level [ ] UEC [ ] Others: Click to enter |
| SPM Bahasa Melayu Grade: Please select | SPM English Language Grade: Please select |
| TAR UMT Foundation/Diploma /other qualifications (CGPA) results : Click to enter **(if applicable)** |
| MUET/IELTS/TOEFL/Cambridge Linguaskill Assessment: : Click to enter **(if applicable)** |
| AELE0364 English Language: Click to enter **(if applicable)** |
| AMMS0104 General Mathematics: Click to enter **(if applicable)** |
| AMMS0204 Mathematics: Click to enter **(if applicable)** |
| FPGS0104 General Science: Click to enter **(if applicable)** |
|  |
| (**II) CHANGE OF PROGRAMME** |
| **FROM**(As stated in the offer of admission) | Programme Name: Click to enterCampus: Please selectYear & Semester: Please selectLeading to Bachelor Degree^(only for those from Foundation programme): Click to enter |
| **TO** | Programme Name: Click to enterCampus: Please selectYear & Semester: Please selectLeading to Bachelor Degree^(only for those from Foundation programme): Click to enter |
| ***^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)*** |
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| **(III) REASON FOR TRANSFER** |
| Click to enter |
| Click to enter |

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| **(IV) OTHER INFORMATION** |
| 1. Are you a TAR UMT Merit Scholar? [ ] Yes [ ] No
 |
| (ii) Illness or Physical/Mental Disability: [ ] Yes [ ] No If yes, please specify (e.g. colour blind): Click to enter |
| (iii) Are you a previous student of the TAR UMT/TAR UC? [ ] Yes [ ] NoIf yes, please indicate your previous programme : Click to enterStudent Registration No. .: Click to enter Year graduated/withdrawn from the programme : Click to enter |
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| **(V) DOCUMENTS** |
| 1. Receipt of payment (Administration fee of RM50)
2. SPM/O Level/STPM/UEC/A Level/TAR UMT Foundation/Diploma/relevant results
3. MUET/IELTS/TOEFL/Cambridge Linguaskill Assessment results *(if applicable)*
4. TAR UMT AELE0364 English Language/AMMS0104 General Mathematics/AMMS0204 Mathematics/ FPGS0104 General Science result *(if applicable)*
5. Portfolio drawing (for students applying for transfer into Graphic Design, Multimedia Design/Creative Multimedia or Fashion Design)
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| 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 programme/campus 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 my academic results, availability of programme vacancies and the University transfer policy.[ ]  I agree Date: Select date |
| **FOR OFFICE USE ONLY** |
| **Section B: Payment** |
| Administration fee (vote 22113): RM 50.00 | Date :Select date |
| Receipt No.:Click to enter | Name :Click to enter |
|  |  |
| **Section C: Faculty/Centre** |
| Received by :Click to enter | Date Received :Select date |
| Meet minimum entry requirement and/or offer criteria | [ ] Yes [ ] No |
| Meet the specified CGPA/GPA | [ ] Yes [ ] No |
| Meet MUET/IELTS/TOEFL/Cambridge Linguaskill Assessment requirement | [ ] Yes [ ] No |
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| **Section D: Approval by Dean/Head of Centre or Branch** |
| [ ]  Approved [ ]  Not Approved |
| Name :Click to enter | Date :Select date |
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