



**EXAMINATION AND GRADUATION UNIT
DEPARTMENT OF ACADEMIC MANAGEMENT
UNIVERSITI SAINS MALAYSIA**

**CREDIT (UNIT COUNTED) TRANSFER APPLICATION FORM
FOR STUDENT CHANGING PROGRAM OF STUDY**

Instructions

1. Please fill in this form completely. This form is available at the a) Examination and Graduation Unit, Department of Academic Management; b) School/Center/Institute; c) DAM website, Registrar Office.
2. Please append a copy of your **Program of Study Change Letter**.
3. Form endorsed by the Dean of School must be submitted to the Examination & Graduation Unit, Department of Academic Management, Registrar Office.
4. Students are encouraged to keep a copy of this application form.
5. Please note that INCOMPLETE application form will not be processed and will be rejected immediately if student failed to append required document.

PART A : STUDENT'S PARTICULARS

Name :	
I/C or Passport No. :	
Matric No. :	
Old Program of Study:	
New Program of Study :	
Change Program of Study Starting from Academic Session :	

PART B : APPLICATION'S DETAILS**i) UNIT COUNTED FOR GRADUATION**

Course Code	Course Name	Unit	Type

(Please use appendix if the space provided is insufficient)

ii) UNIT NOT COUNTED FOR GRADUATION (Q)

Course Code	Course Name	Unit	Type

(Please use appendix if the space provided is insufficient)

Student's Signature :

Date :

PART C : ENDORSEMENT OF THE DEAN OF SCHOOL

**TOTAL UNIT COUNTED
FOR CREDIT TRANSFER**

COMMENT (If any):

COURSE TYPE	TOTAL UNIT
T	
E	
M	
U	
Z	
Q	

DEAN'S ENDORSEMENT :

(Signature & School's Stamp)

Date : _____

**PART D : CREDIT TRANSFER APPLICATION DETAILS HAS BEEN SCRUTINIZED AND
VERIFIED TO FULFILL CRITERIA / REGULATIONS FOR THE USE OF
EXAMINATION & GRADUATION UNIT**

**VERIFICATION OF EXAMINATION & GRADUATION UNIT, DEPARTMENT OF ACADEMIC
MANAGEMENT, REGISTRAR OFFICE.**

COMMENT (If any):

(Signature & School's Stamp)

Date : _____

**PART E : CONSIDERATION AND APPROVAL OF DEPUTY VICE CHANCELLOR
(ACADEMIC & INTERNATIONAL)**

TOTAL UNIT COUNTED APPROVED : UNIT

COMMENT (If any):

(Signature & School's Stamp)

Date : _____

NOTE :

COURSE CODE TYPE :

T	-	CORE COURSE	Z	-	PREREQUISITE
M	-	MINOR COURSE	Q	-	IRRELEVANT/ NOT RELATED
E	-	ELECTIVE COURSE			
U	-	UNIVERSITY COURSE			