TRANSFER FORM

APPLICATION FOR TRANSFER OF PROGRAMME/MAJOR/INTER-INSTITUTIONAL

HELP University
university of achievers

HELP Academy
college of achievers

PERSONAL PARTICULARS

Name as in NRIC / Passport :

Student ID No :

Contact No:

Email Address :

TRANSFER PARTICULARS

Please tick (√) and fill accordingly

☐ Change Programme   ☐ Change Major   ☐ Inter-Institutional Transfer

Transfer From :-

Programme _____

Major _____   Intake Date _____ (MM/YYYY)

Transfer To :-

Programme _____

Major _____   Intake Date _____ (MM/YYYY)

Reason(s) for Transfer. Please tick (√) and fill accordingly.

☐ Academic   ☐ Financial Issues   ☐ Personal

☐ Others (Please specify) _____

Applying for Credit Transfer. Please tick (√) and fill accordingly.

☐ I would like to apply for credit transfer for subjects that I have completed in the current programme.

The following conditions stipulated by the Malaysian Qualification Agency (MQA) are to be adhered to when processing the credit transfer application:

a) Course(s) that can be considered for credit transfer must be from an accredited programme (provisional or full)/recognised by the regulatory body in the country.
b) Credit value of the course must be equivalent to the credit of the course applied for credit transfer
c) There must be at least 80% content mapping between the course undertaken previously and the course currently applied for credit transfer.
d) The course undertaken previously must achieve at least a C grade (30% of total credits).

In the event of any revision of programme fees at the point of the transfer, I will be subjected to the revised programme fees.

Are you currently on Scholarship and/or Financial Assistance? Please tick (√) and fill accordingly.

☐ Scholarship   ☐ Financial Assistance   ☐ PTPTN

☐ Others (Please Specify) _____

Note: Your Scholarship / Financial Assistance / PTPTN may be revoked if you transfer and/or change your programme or major.

IMPORTANT NOTES AND MANDATORY DECLARATION

Please read the following carefully and sign with date before submitting this form to the **Faculty/Academic Department.**

Eligibility Criteria for transfer of study :
1. You do not have any outstanding payment with HELP.
2. You meet the requirements of the new programme.
3. You agree and accept all rules and regulations of the new programme as well as those governing the transfer of study.

Important Notes:
1. You should consult with your Programme Leader / Head of Department on your transfer. International students must seek advice from ISSD as any transfer of programme/institution will affect your Student Visa.
2. You must continue attending classes / lessons in the current programme until you have received the new offer letter.
3. Latest course fees will apply.
4. Resource fees are payable each semester.
5. Your application will take approximately seven (7) working days to process from the date of submission.

I (Name as in NRIC/Passport)_____ hereby undertake that I agree and accept all HELP University and HELP Academy's rules and regulations for this application. I declare that all information provided by me are true and accurate.

Signature of Student [ ] **Date** [ ] (DD/MM/YYYY)

FOR ACADEMIC DEPARTMENT USE ONLY

APPROVAL FROM CURRENT PROGRAMME / MAJOR / INSTITUTION
(This section must be endorsed by the Head of Department)

[ ] **Approved**   [ ] **Rejected**

Remarks : _____

_____

Name and Signature [ ]   **Date** [ ] (DD/MM/YYYY)

APPROVAL FROM NEW PROGRAMME / MAJOR / INSTITUTION
(This section must be endorsed by the Head of Department)

[ ] **Approved**   [ ] **Rejected**

If Approved, tick (√) if required to do [ ] **MPU** and specify **intake** [ ] (MM/YYYY)

Remarks : _____

_____

Name and Signature [ ]   **Date** [ ] (DD/MM/YYYY)

FOR INTERNATIONAL STUDENT SERVICES DEPARTMENT USE ONLY

Remarks: _____

_____

Please issue [ ] copy/copies of new offer letter to be forwarded to ISSD.

Name and Signature of Head of Department: [ ]   **Date** [ ]

FOR REGISTRY USE ONLY

Received by :	**Date Received :**
Processed by :	**Date Processed :**
Remarks:	

Offer Letter Issued : [ ] Yes [ ] No	**Date Offer Letter forwarded to ISSD :**
If No (State Reasons) : _____	**Admission Officer's Signature:**

Updated: 5 July 2023