

APPLICATION FOR CREDIT TRANSFER

(Please read the "Important Notes" before completing this Form)

Important notes

- The following conditions stipulated by the Malaysian Qualifications Agency (MQA) are adhered to when processing the credit transfer application:
 - 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.
 - Credit value of the course must be equivalent to the credit of the course applied for credit transfer
 - There must be at least 80% content mapping between the course undertaken in the previous qualification and the course currently applied for credit transfer.
 - The course undertaken in the previous qualification must achieve at least a C grade (30% of total credits).
 - However, for Diploma [MQF Level 4] to Bachelor Degree [MQF Level 6]), the Credit Transfer may be increased to 50% from the 30% limit provided the course in the previous qualification undertaken achieves at least a B grade (31% to 50% of total credits).
- Please enclose with this form all the required supporting documentation i.e. certified true copies of the academic qualification certificate(s), transcript(s) and course outlines of all the previously undertaken courses as listed in the following table.

Name:	
Student ID:	

Programme:		
Intake :	Month ()	Year ()

Previously completed courses			HELP University's courses (applying for credit transfer)		OFFICE USE ONLY		
Name of the institution: _____							
Name of the programme and year of completion: _____							
Course Codes	Course Titles	Grades	Course Codes	Course Titles	Approved for credit transfer		Not Approved
					With Grades	Without Grades	

Previously completed courses			HELP University's courses (applying for credit transfer)		OFFICE USE ONLY		
Name of the institution: _____							
Name of the programme and year of completion: _____							
Course Codes	Course Titles	Grades	Course Codes	Course Titles	Approved for credit transfer		Not Approved
					With Grades	Without Grades	

DECLARATION:

1. I have read the above "Important Notes", understood the Rules and Regulations on the HELP University's application for credit transfer and agree to abide by it.
2. I declare that all information given in this application form and the attached documents are accurate and complete.

Student's Signature: _____

Date: _____

APPROVAL BY AUTHORISED PERSON

Name:	Position:
Signature:	Date: