



CREDIT TRANSFER / EXEMPTION FORM

INSTRUCTION

- STEP 1: Fill out the form.
 STEP 2: Submit the form to the Head of Academic for approval.
 STEP 3: Please attach legible photocopies of any supporting documentation.
- i. Latest academic transcript *(if applicable)*
 - ii. Letter from previous institution stating the subjects taken and the results obtained *(to be submitted in lieu of the absent of an academic transcript)*
 - iii. Testimonial letter from trainer / employer *(for student intending to get an exemption from industrial placement)*
 - iv. Description of the course contents of the subject(s) taken previously *(if applicable)*
- STEP 4: Submit the form to Administration Department for processing.

**APPLICATION MUST BE SUBMITTED BEFORE THE COMMENCEMENT OF THE ACADEMIC SEMESTER.
 INCOMPLETE FORM WILL NOT BE PROCESSED.**

STUDENT DETAILS

NAME			
NRIC / PASSPORT NO.			
STUDENT ID		PROGRAM	
CONTACT NO.		E-MAIL	

NO	SUBJECT(S)

_____ SIGNATURE	_____ DATE
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FOR OFFICIAL USE ONLY

STATUS **APPROVED** **NOT APPROVED**

REMARKS

_____ NAME: Head of Academic	_____ DATE
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